NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING AGENDA

June 7, 2013
9:00 AM- 1:00 PM
Jim West Regional Transit Center
Board Room

CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE
2. MOMENT OF SILENCE
3. ROLL CALL
4. INTRODUCTIONS
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES – May 3, 2013
7. PUBLIC COMMENTS

PRESENTATION ITEMS:

A. **Presentation and Discussion of Service Plan Update**
Ken Hosen, KFH Group

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

B. **Discussion and Consideration of Adoption of Resolution 2013-09 Adopting Fiscal Year 2014 Final Budget**
Sponsor: Anthony J. Mortillaro, Executive Director and Glenda Aragon, Finance Manager. *Attachment*

C. **Discussion and Consideration of Adoption of Resolution 2013-11 Adoption of Multiple Route Modifications as Discussed at the May 3, 2013 Board Meeting**
Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Project and Grants Specialist. *Attachment*

D. **Discussion and Consideration of Adoption of Resolution 2013-12 Authorizing the Submittal of a Letter of Intent for §5310 and §5311 Federal Funding for Federal Fiscal Year 2015**
Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Project and Grants Specialist. *Attachment*

E. **Discussion and Consideration of Adoption of Resolution 2013-13 Authorizing the District to Apply for Federal Funding Through the Tiger 5 Grant Program for Maintenance Facility, Wash Bay and Fueling Station**
Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Project and Grants Specialist. *Attachment*

F. **Discussion and Consideration of Adoption of Resolution 2013-14 Open Meeting Act, Rescinding Resolution No. 2012-27**
Sponsor: Anthony J. Mortillaro, Executive Director. *Attachment*

DISCUSSION ITEMS:

G. **Financial Report for May 2013:**
Sponsor: Anthony J. Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Manager. *Attachment*

H. **Finance Subcommittee Report:**
Sponsor: Chair Tim Vigil and Anthony J. Mortillaro, NCRTD Executive Director. *Attachment: minutes of April 24, 2013.*

I. **Tribal Subcommittee Report:**
Sponsor: Chair Mary Lou Valerio and Anthony J. Mortillaro, NCRTD Executive Director. *Attachment: Agenda and Minutes – March 14, 2013 meeting will be distributed at meeting.*

J. **Executive Report for May 2013 and Comments from the Executive Director:**
1) **Executive Report**
2) **Performance Measures**
3) **Ridership Report for April 2013**

CLOSED SESSION

Closed Session of the meeting pursuant to NMSA 1978, Section 10-151 (H) (2) limited personnel exception for the purposes of the performance evaluation of the Executive Director.

K. **Reconvene in Open Session:** Possible action item from closed session.

L. **Review and Acceptance of Goals and Objectives for Executive Director for the period of June 2013 to June 2014**
Sponsor: Daniel Barrone, Chairman. *Attachment*

MATTERS FROM THE BOARD

MISCELLANEOUS

ADJOURN

NEXT BOARD MEETING: July 12, 2013 at 9:00 a.m.

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

North Central Regional Transit District
Board Meeting
Friday, May 3, 2013
9:00 a.m. - 1:00 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Commissioner Dan Barrone, Chair, at 9:21 a.m. at the Jim West Transit Center, 1327 Riverside Drive, Española, New Mexico.

1. Pledge of Allegiance
2. Moment of Silence
3. Roll Call

Mr. Mortillaro called the roll and it indicated the presence of a quorum as follows:

Members Present:	Elected Members	Alternate Designees
Los Alamos County		*Mr. Philo Shelton III*
Rio Arriba County	*Commissioner Barney Trujillo*	
Taos County	*Commissioner Daniel Barrone*	
Santa Fé County	*Commissioner Miguel Chávez*	
Nambé Pueblo		*Mr. Lonnie Montoya*
Pojoaque Pueblo	*Mr. Tim Vigil*	
Ohkay Owingeh	Absent	
San Ildefonso Pueblo	*Mr. Stefan Martínez*	
Santa Clara Pueblo		*Ms. Mary Lou Valério*

Tesuque Pueblo		*Ms. Sandra Maes*
City of Santa Fé		*Mr. Jon Bulthuis*
City of Española	*Councilor Tim Salazar*	
Town of Edgewood	Absent	
Rio Metro (ex officio)	*Mr. Jay Faught*	

Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Ms. Glenda Aragon, Financial Manager
Mr. Mike Kelly, Transit Operations Manager
Mr. Jim Nagle, Public Information Officer
Mr. Pat López, Financial Analyst
Ms. Stacey McGuire, Projects and Grants Specialist
Ms. Dalene Lucero, Executive Assistant

Others Present
Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Erick Aune, Santa Fé County
Mr. Dave Harris, NMDOT
Mr. Mark Caldwell, Santa Fé County Adult Corrections

4. INTRODUCTIONS

All present introduced themselves to the Board.

5. APPROVAL OF AGENDA

Mr. Vigil moved to approve the agenda as amended. Ms. Valerío seconded the motion and it passed by unanimous voice vote.

6. APPROVAL OF MINUTES – April 3, 2013

Mr. Martínez moved to approve the minutes of April 3, 2013. Mr. Vigil seconded the motion and it passed by unanimous voice vote.

7. PUBLIC COMMENTS

There were no public comments.

8. PRESENTATIONS

New Mexico Department of Transportation, Dave Harris, Transit Bureau Chief, Award of Job Access and Reverse Commute System of the Year

Mr. Dave Harris reported that a couple of weeks ago, the NMDOT and FTA sponsored the New Mexico Transit Conference, hosted by the New Mexico Passenger Association. John Bulthuis is President, Mr. Mortillaro is on the board. 200 participants and had very good reviews. At the awards luncheon he presented and wanted to present again for 2012, the JARC Program of the Year Award to NCRTD. Under MAP 21 the program was consolidated into 5311 for rural transportation. Congratulations to the Board. DOT is pleased to present this award to the Board of the North Central Regional Transit District.

Mr. Nagle took pictures of the presentation.

Mr. Bulthuis said we've seen lots of great things happen with the NCRTD and he thanked the State for this award.

Mr. Mortillaro said he appreciated the recognition the State has given and for the additional JARC funding which allowed an extra day each week for the Chama route.

Commissioner Chávez said, formerly as a member from the City and now representing Santa Fé County that from his 12 years on the Santa Fé City Council, he had been able to see the NCRTD grow from its inception. He was the sponsor from the City of Santa Fé to establish the District. He thought this District was the first to receive the accreditation. And recognized as an RTD. What was most significant was the membership and demographics and partnership with counties, cities and pueblos. It is a model for the nation and can add to our résumé and others can learn from it as the District continues to grow. He said, "Congratulations to staff and participants for making it work, not for ourselves but the public we serve. And for Los Alamos and Jim West too."

ACTION ITEMS FOR APPROVAL/DISCUSSION:

C. Discussion and Consideration of Adoption of Resolution 2013-08 Las Trampas Route Service Modification of Service Towards Sustainability

Mr. Mortillaro recalled that back in October they had an annual ride assessment and based on Board directions regarding Las Tramps, made modifications in January. The Board asked the staff to come back in three months to report how the changes resulted. He said Mr. Kelly would make that report and there were area residents present who might want to comment.

Mr. Kelly reported that last October low ridership brought this issue to the Board's attention. The route was costing $70 per rider and staff were directed to hold public meetings. The meetings were held in Peñasco and Ojo Sarco and the public supported the route and urged the District to keep the route with changes.

He came back in January with options and proposed a revised Las Tramps schedule to start early at 7:00 a.m. in Las Trampas to allow school and business commuters to ride. The revision had a route back with a return trip in the evening.

That schedule began January 24, 2013 and he had monitored it since then. The annual cost was about $90,000 and from January 21 to February it averaged 8.7 riders per day which brought down the average cost per rider to $36.74 in March and then to $33.96 per trip. So it is fiscally more sustainable.

Staff recommended option 3 to continue operations. The first option was to discontinue the Las Trampas route altogether; the second option was returning to the original plan and #3 was the modified service provided in the last three months. It did reduce the cost per trip/per rider down to $34 and an estimated annual cost of $90,000, saving $58,000 to reallocate for other services.

Ms. Evonne Bonner, Ojo Sarco, said they came to the meetings in October and January. Her daughter and granddaughter ride the bus twice a week in the morning and every evening back. Once the bus was full and a man had to catch a ride which he did. It is almost full every afternoon. So it has been very successful and the District put up a sign for the bus stop and that makes it easier for the people to know that a bus will be there. She thanked the Board very much for what they did.

Ms. Carol Miller, President of Ojo Sarco Community Association, said they had about 60 low income families and were very concerned about access to services. The Association would like to work with the District the next time trip evaluations come up. She said it would be nice to coordinate some of the programs in Española such as so that kids could attend matinee movies and have the bus take them back after the movies. This proved people wanted to ride but the original schedule didn't fit.

Chair Barrone asked if the District was going to install a bus shelter there.

Mr. Kelly agreed that would be done.

Commissioner Chávez moved to approve the route changes in Option 3 and Resolution 2013-08. Commissioner Trujillo seconded the motion.

Commissioner Trujillo thanked staff and Ojo Sarco residents for getting together and making it work in collaboration with the community. Carol Miller works hard for her community.

The motion passed by roll call vote with the City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo, City of Santa Fé, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in favor and none against.

D. Discussion and Possible Action Regarding Route Modifications

Mr. Mortillaro explained this item had seven modifications to a variety of routes in the system. He clarified that this had been dependent on the action the Board just took to free up money for the changes.

Ms. McGuire reported that staff received various requests and suggested changes to have better sustainability and positive economic impact. Her review was included in the Board's packet of materials on pages 48 - 74 and included changes to the Highway 14 route to Madrid, the Nambé Pueblo route, Rio Costilla communities, Velarde, Tesuque Pueblo, Ohkay Owingeh and Edgewood routes. The proposed modifications to routes complies with Resolution 2009-13. The analysis of the modifications to routes indicated that the modifications could be made by reallocation of funds saved in the Las Trampas route and give better service to those communities at no increase in budget.

1) The Madrid - 599 route schedule was shown on page 52. She said it would provide improved services for Santa Fé County from 599 to the Department of Corrections and to the Village of Madrid. It would add one morning trip, two noon and two evening trips taking the route from 36 miles /day to 145 miles/day.

Mr. Mortillaro noted when the NM 599 route was implemented, it was designed solely to serve the NM 599 Rail Runner service into the Highway 14 employment area. That driver when finished would go to Española for a one-hour relief and then drive back to Santa Fé for an evening run. So it was always budgeted for 8 hours but it didn't have work for the driver during all 8 hours. The staff determined that the driver didn't need to come back to Española for that relief and that could improve the route efficiency. They met with the Department of Corrections and County staff who surveyed their employees to determine their interest in the commuter services the District could offer. They determined the District could not serve Golden but felt this was a reasonable accommodation and a step forward. There was still time for more feedback from the County. Comparing it with the relief driver costs added in there was a $27,000 additional cost difference. He thought if the Board chose to do this, it could be accommodated in the existing budget.

Ms. McGuire said it would also improve connections to the Rail Runner station there. That would improve the number of connections and frequency and the money that could come into that corridor would be a huge benefit to the area.

Ms. Laurie Lindsey who owned a tavern business in Madrid said she would use this bus route. Madrid never had transit and she believed it would improve their economic benefit. So many people wanted access to Santa Fé so they appreciated adopting this route as a week day route and might come back to ask for weekend route.

Commissioner Chávez said the Corrections facility was a component the Board should hear about.

Mr. Mark Caldwell, Deputy Warden of the County Detention facility, said it was brought up for the employees for different shifts. They found a great need, as Ms. McGuire said, for the Rail Runner and for Department of Corrections employees. In addition, the entire Madrid corridor would benefit. It was difficult for some to commute and this would help greatly as well as programs at various times. He asked for the Board's positive consideration.

Commissioner Chávez noted that Commissioner Anaya had an interest in getting future routes to Golden, La Cienega and La Cieneguilla. He said he would support that but wouldn't unravel what the Board had done. Those requests could be part of the future transit plans as they could fit them into the budget. We need to move forward with this and deal with the rest later.

He added that there was a resolution from the County on reduction of the Santa Fé City portion of GRT that he would not support.

Chair Barrone asked Ms. McGuire to continue her presentation on the rest of the routes. This is a regional effort so the money left over would be a regional effort and not just to one community.

Commissioner Chávez asked if it would it be one action to approve all of these modifications together.

Mr. Mortillaro said the motion would be to direct staff to bring all of the changes to the June meeting. There was more work to be done regarding where to stop on the route and staff didn't want to settle that before there was a positive affirmation of the Board. Staff needed to work out with the County and with Madrid where the bus would stop and what amenities would be at the stops. They could work out those details before the June meeting.

Mr. Bulthuis pointed out that the aspect of safety in this corridor was something the proposal made very well. The County sheriff and City police have tried to work a solution for pedestrians in that area and the City wasn't able to respond with a connection but the RTD did in this proposal using resources that already exist. It addresses clearly the issue of safety.

Mr. Mortillaro said it also interfaces with Santa Fé Trails in their transit center at the mall allowing folks to go there on Santa Fé Trails to get on RTD buses and allows residents in Madrid or Cerrillos to get to the Outlet, or Super Walmart or the mall to meet their daily needs.

Mr. Erick Aune (Santa Fé County) thanked the Board for considering this and regarding future analysis with Golden or La Cienega he would work with staff on them.

2) - Nambé Pueblo route (page 55 in the packet) - Ms. McGuire said currently the Pojoaque Pueblo route didn't go into Nambé Pueblo. The expansion would include a three mile loop with stop at the Governor's office. This would extend service into Nambé and lead to regional connections. The budget could be affected slightly but connectivity would be greatly improved.

Mr. Montoya said the budget would only be affected $9,000 and he hoped the Board could approve this route modification.

3) - Costilla - expansion of Red River and Questa Route - Ms. McGuire pointed out that there was no transit in the area. Page 56 described the modification for one morning and one evening trip to Costilla and the County Seat.

Mr. Kelly said by utilizing the one trip in from Red River with Questa they didn't have to add a bus to provide this service but use what they had.

Chair Barrone asked if it would leave Costilla at 8:25. Ms. McGuire agreed.

Chair Barrone suggested they might want it earlier for commuters into Taos for those who worked there.

There were no jobs in Costilla but there were in Taos.

4) - Velarde/Taos route - Ms. McGuire said this would add a stop on the Taos route at Velarde. It would be a demand stop (only if someone was waiting there). So it would impact the express route at a community where they didn't stop presently.

Ms. Maes asked where on that route they would place that stop.

Commissioner Trujillo said there was not a community center there yet.

Ms. McGuire said they hadn't specified a location yet but could consider the fruit stand or the gas station - Also the warehouse the fruit stand uses for apple storage. The Post Office potentially. The gas station had lots of activity.

Commissioner Trujillo suggested the post office because Rio Arriba County would be building the community center just north of there and it would be safer.

Ms. Maes said safety was the aspect she was trying to make. The community would probably benefit more with the signage in that area too.

5) - Tesuque route - Ms. McGuire said they would be expanding route (page 58 in the packet) creating a bus stop at Tesuque Market. It would provide improved access and service to the region.

Ms. Maes clarified that the Tesuque boundary didn't include that market. - That was in Tesuque Village.

Mr. Mortillaro said the Tesuque routes were funded in the Santa Fé Transit Plan allocation.

Ms. Maes clarified that she was not saying the Pueblo would not support it.

6) - Ohkay Owingeh - Ms. McGuire said this extension of the Riverside route would provide service to the library at Ohkay Owingeh. The schedule was attached on page 68 and showed the first morning trip and page 70 showed the subsequent trips and page 66 showed the last trip of the day. This would provide residents improved access to services in the area.

7) - Edgewood - page 74 - Ms. McGuire said the bus stop would be relocated from the current senior center to the fire station. The buses sleep at the fire station so it would decrease mileage and trip time. This didn't mean to imply the senior center was unsafe but that the lighting was better at the fire station and passengers felt safer at the fire station and it would reduce our costs.

Mr. Bulthuis asked (since Edgewood was absent) if Edgewood was okay with this change.

Ms. McGuire said they were. Councilor Ring talked with her about it and said they supported it.

Chair Barrone thanks Ms. McGuire for doing this.

Mr. Mortillaro said if the recommendations were approved, staff would start to nail down those steps and adjust some time on the Costilla route. Then at the June meeting they would have a resolution to make them official and it came at the right time because the District was just about out of maps.

Commissioner Chávez moved to approve the recommendations including to direct staff to return with a resolution at June meeting. Councilor Salazar seconded the motion.

Commissioner Chávez said safety was the important thing and as these routes were extended He wondered if the District could provide shelters right away or if they would be worked in as possible.

Mr. Kelly said they had a supply of shelters in the plan and would assess all of the routes to plan shelters as necessary.

The motion passed by roll call vote with the City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo, City of Santa Fé, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in favor and none against.

The Board took a brief recess at 10:21

At 10:35 a.m. Ms. Maes moved to return to reconvene the meeting. Councilor Salazar seconded the motion and it passed by unanimous voice vote.

Mr. Caldwell, Santa Fe County Detention thanked the District for the excellent and thorough job that Mr. Mortillaro, Mr. Kelly and Ms. McGuire did in all of the meetings they had with Santa Fé County on the corridor study.

Ms. Valério excused herself from the meeting.

A. Public Hearing and Presentation and Discussion of the Draft Fiscal Year (FY) 2014 Budget

Mr. Mortillaro introduced the 2014 budget with a power point presentation. At $9.3 million, it was 4.4% less than the prior year's budget. Over two years it had decreased 15% but it maintained the service levels and also funds important capital improvements. He referred the Board to page 25 that showed revenue sources. The three main sources were Federal at 21%, Transit Tax at 70+% and contributions at about 5% (from Los Alamos).

Mr. López discussed the budgetary revenue projects commencing on page 25 which showed the spreadsheet of revenues. On the left side was a description of the revenue and the spreadsheet showed FY11 actual, FY 12 actual, FY 13 budgeted revenue, FY 13 actual to April and on the right side, the FY 14 request. The 5311 request was $825,000 for next year and was higher because of MAP 21. $815,000 was received because they consolidated 5311 and 5316 (JARC) appropriation. JARC was $58,000 on first three months and would consolidate to 5311 on October 1.

Mr. López described the federal anticipated revenues and said the rest was from GRT. They anticipated $177,000 from state capital outlay to replace busses. The State would distribute money to districts and local governments but wouldn't release any funds until the entities' audits were up to date. The NCRTD audit was up to date.

Mr. López said they would get $450,000 from Los Alamos County. GRT showed $6.720,000 was the estimated revenue for this year. He handed out a spreadsheet showing GRT revenues and distributions by county. They added up to $9.3 million.

Commissioner Chávez reported that Santa Fé County had not approved its budget yet but using the conservative side was best because they didn't know yet what it would be. They were not looking at any layoffs but it would essentially be flat this coming year.

In response to Commissioner Chávez, Mr. Mortillaro explained that the resolution in 2008 only related to Santa Fé County. There were no other percentage allocations.

Mr. Dwyer said the Rio Metro RTD received 50% under the agreement between Santa Fé County and NCRTD. Commissioner Anaya was concerned about the funding formula on allocations from year to year for regional service providers and the two local transit systems. That was just cash in and how it was spent was another policy.

Ms. Aragon said the expenditure report was in the packet starting on page 30 with administration costs. In FY 13 there were 50.1 FTE with 50 staff and for FY 14 project 49.31 FTE with 52 staff. Mr. Mortillaro explained what the budget could handle and the temp hiring strategy.

Commissioner Chávez asked if temp employees were eligible for benefits.

Ms. Aragon said they were not. She explained that there were no change in staff positions but this incorporated increases.

The total contracts were down slightly from last year. Dot Foil handled all information technology. Mr. Dwyer and Mr. Boaz were included in the contract line item.

For advertising, Mr. Nagle said the budget was up about $9,000 from last year but they were still operating at more efficiency. For the marketing promotion program the District was partnering with Rio Metro, Rail Runner, Santa Fé Trails and Park and Ride.

In response to Chair Barrone, Mr. Mortillaro said this showed about $10,000 of advertising revenue coming in. The District belongs to chambers of commerce, has professional dues, subscriptions, etc. The budget was fairly static and lower than last year by about $20,000.

Finance

Ms. Aragon said Finance was shown on page 31. It was primarily service oriented and cut back. It had a slight increase in IT support and would include a time clock software package this year to interface with the

accounting software and be web based. People could clock in and out by internet. The budget also showed increased expenditures for the training conferences.

The Board had no questions on this section.

Mr. Mortillaro said page 32 was for Operations.

Mr. Kelly said it was essentially a flat budget. 70% was for salaries and 24% was for benefits.

Mr. Kelley explained the expenditures for drivers and vehicles. The budget included supplies and replacement parts.

Chair Barrone asked about shopping for low cost fuels.

Mr. Kelly said they were looking at installing a fuel station.

Mr. Vigil asked about gasoline taxes.

Ms. Aragon said the state tax had been backed out of our billing.

Mr. Bulthuis asked about the inventory of replacement parts.

Mr. Kelly said the inventory included bus shelters.

Mr. Mortillaro explained the agreement with Rio Metro on the Rail Runner. He talked about allocations to bus and rail subsidy. He would bring the updated service plans to the June meeting.

Mr. Bulthuis said the District needed to get the word out more on what the tax paid for. There was room for improvement there.

Mr. Mortillaro agreed. Some people had misconceptions about it. He explained that the quarterly requests were based on the documents to back them up.

Mr. Dwyer added that the District also had to verify that they actually provided the service.

Mr. Kelley said Page 36 showed the capital expenses including bus replacements. He briefly described the procurement process and detailed some of the budget items. The Capital budget was down from previous years. Page 37 showed the ten-year capital plan for replacement of equipment.

Mr. Mortillaro briefly explained the contingency policy for when they would use reserve monies when revenues were lower than anticipated and the requirements for the reserve levels.

There were no public comments regarding the budget.

Chair Barrone complimented the staff. This transparency meant the District was as open and clear as

possible.

Chair Barrone closed the public hearing and moved on to the next item.

B. Discussion and Consideration of Adoption of Resolution 2013-07 Adopting a Preliminary Fiscal Year (FY) 2014 Budget

Mr. Mortillaro explained this action was required by law to take action on a preliminary budget and that it must submitted to DFA in June and the final had to be submitted by July 1. The action taken now was not the final budget until June.

Chair Barrone commended Tim Vigil and the rest of the Finance Committee for their work.

Mr. Vigil said the Finance Committee was pleased with the work of the staff.

Commissioner Trujillo moved to approve Resolution 2013-07 adopting a preliminary Fiscal Year 2014 Budget. Mr. Shelton seconded the motion and it passed by roll call vote with the City of Española, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, City of Santa Fé, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in favor and none against. Santa Clara Pueblo was not present for the vote.

DISCUSSION ITEMS:

E. Financial Report for April 2013

Ms. Aragon presented the financial report which was included in the packet starting on page 75. It was a financial summary showing 10 months of activity in the fiscal year or 83.33% of the year. Staff was still filing transactions for April. She highlighted the overall revenue of $6.315 million including $4.521 million of GRT, $1.2 million from federal government and revenue from Los Alamos County.

Mr. Bulthuis excused himself from the meeting at 11:48.

Ms. Aragon referred the board to page 77 for the GRT summary; page 78 and following showed the county actual and budgeted amounts.

She reported year to date expenses of $5.58 million and stood for questions.
Commissioner Chávez thanked staff for doing a thorough job on finances.

F. Finance Subcommittee Report

Mr. Vigil said the staff covered everything with the presentation and thanked staff for putting it all together.

G. Tribal Subcommittee Report

Ms. Valerío had to excuse herself from the Board meeting earlier and was not present for this report.

Mr. Mortillaro reported the subcommittee met last month and once approved, those minutes would be included in the packet and he anticipated a tribal subcommittee report in June.

H. Executive Report for May 2013 and Comments from the Executive Director

Mr. Mortillaro said his report was in the packet. In the packet was the schedule of the service plan update. This was preliminary and showed the meetings being scheduled. All would be done in a two-week period. The consultants have talked with San Ildefonso, Santa Clara and Tesuque regarding the May 18 meetings.

Mr. Nagle announced two added meetings with Madrid and Nambé.

Commissioner Chávez said it would really help if staff could contact his liaison so they could broadcast it on the County web page and he needed to work with Commissioner Stefanics on the Madrid and Eldorado meetings. He would also like to attend those meetings.

Mr. Mortillaro asked if Rio Metro had any comments or information to share with the Board. He said Rio Metro Board had a space on their agenda for him to share with them and was glad to have Mr. Faught here today.

Mr. Faught said they were doing an RFP for operation of the Rail Runner. Currently they had Herzog as the operator. They would bring a draft for FY 14 to their Board meeting on May 15 and have a decision in June. They were also making adjustments to their 5- year plan.

Their biggest event would be on May 11 - National Train Day in Albuquerque. They would share trip planning for the entire corridor. Amtrak would have five train exhibits on that day. 7,000 people came last year.

Mr. Mortillaro said NCRTD staff be at Train Day and some staff at the Santa Fé Plaza for CommUNITY Day.

Mr. Dwyer provided a memo on the Inter-Governmental Contract (IGC). Each member would soon get a letter from him with the attached IGC for signatures. It was important to have signatures from all 13 entities. It would be nice to know that legally the RTD members were all on the same page. Any changes in it needed to be made here at the Board meetings. The new IGC added Edgewood and Nambé and changed the weighted voting to conform to the 2010 census. He thought every vote today was unanimous. He asked all members to not express possible disagreement by not signing the IGC.

2. Performance Measures:

Mr. Kelly referred the Board to page 100 for the overall ridership information. Ridership was slightly down from the previous year at 15,729. Page 102 was monthly expenditures broken out in operations administrative and drivers' expenses and administration of the rest of the division for the month. On the next couple of pages the operating expenses were used to compute vehicle /mile costs. The straight-line red bar was local comparison. The diamond red line was regional by passenger mile. They would look for a new data book to see how bars would be set for next year.

On page 104 was the cost per passenger/trip. $11.54 was the tracking so they were doing fairly well.

The next pages showed the spare vehicle ratio. They hadn't deleted any vehicles. There were 27 per day with backup of 8 vehicles. He explained the average fleet miles by category and said they would be getting a couple of new vans to replace those at maximum mileage and one 18 passenger van soon and a 28 passenger bus later this year.

The preventative fleet maintenance was above the fed average of 87% on time according to schedule mileage and 92% this last time.

In March there were no reportable accidents - no major or minor accidents. He reviewed briefly the complaint index of 0.05 of recorded complaints. Page 110 showed customer incidents (Not a bus rider with driver) at ten or 0.06 of ridership.

Commissioner Chávez asked if the drivers had discretion to allow or prohibit a person to ride. Mr. Kelly agreed and drivers were trained to recognize potential threats or inebriation.

MATTERS FROM THE BOARD

Mr. Shelton announced that Los Alamos now had air service from Los Alamos to Albuquerque at $42 per trip. They got an FAA grant for it. They had three flights/day and might increase to 4/day in June. Their bus service could deviate on route to get them to the airport to be picked up.

MISCELLANEOUS

There were no miscellaneous items.

ADJOURN – Next Board Meeting: June 7, 2013 at 9:00

Mr. Vigil moved to adjourn the meeting. Commissioner Trujillo seconded the motion and it passed by unanimous voice vote.

The meeting was adjourned at 12:15 p.m.

Approved by:

Daniel R. Barrone, Chair

Attest:

Geoffrey Rodgers, Secretary

Submitted by:

Carl Boaz, Stenographer

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 7, 2013
Agenda Item - B

Title: Resolution No. 2013-09 Adopting Fiscal Year (FY) 2014 Budget.

Prepared By: Glenda Aragon, NCRTD Finance Manager

Summary: Resolution adopting the 2014 Budget.

Background: See Budget Summary.

Recommended Action: It is recommended that the Board move to adopt Resolution No. 2013-09 adopting the Fiscal Year 2014 Budget.

Options/Alternatives: None, a budget is required to be adopted by the Board and submitted to DFA by July 31, 2013.

Fiscal Impact: N/A

Attachments:
Resolution 2013 - 09

North Central Regional Transit District (NCRTD)

Resolution 2013-09

A RESOLUTION ADOPTING THE FISCAL YEAR 2014 FINAL BUDGET

WHEREAS, the proposed Fiscal Year 2014 Budget was submitted in accordance with the Boards Financial Policies as adopted and amended on November 4, 2011 and March 1, 2013; and

WHEREAS, after a public hearing was held, said budget was developed on the basis of need and through cooperation with all user departments, appointed officials and other department supervisors; and

WHEREAS, the Board of Directors Finance Sub Committee on April 24, 2013 conducted a detailed review of the budget and recommended that the Board consider the Budget as presented; and

WHEREAS, the NCRTD governing body in and for the NCRTD has conducted a public hearing on May 3, 2013 and reviewed and approved a preliminary budget for fiscal year 2014.

NOW AND THEREFORE BE IT RESOLVED THAT the Board of Directors of the NCRTD, State of New Mexico, hereby adopts the final budget for Fiscal Year 2014 hereinafter described and respectfully requests approval from the State of New Mexico's Local Government Division of the Department of Finance and Administration.

PASSED, APPROVED, AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 7th, DAY OF JUNE, 2013.

_____

Daniel Barrone, Chairman

Approved as to form:

_____

Peter Dwyer, Counsel

OUR MISSION

The Mission of the North Central Regional Transit District is to provide safe, secure and effective public transportation within North Central New Mexico, in order to enhance the quality of life of our citizens, by providing mobility options and to spur economic development throughout the region.

GOALS

1. *Establish a reliable and adequate source of financing for the NCRTD transit services.*
2. *Increase personal mobility so that more people can contribute to, and participate in, the economic and social life of the larger community.*
3. *Ensure that citizens of the NCRTD have access to critical lifeline services.*
4. *Ensure that the NCRTD Service Plan is consistent and complementary to the Regional Transportation Policy Plan.*
5. *Refine a set of performance targets that permits the Board to make decisions to maximize the use of all funds made available to the NCRTD.*
6. *Reduce dependence on the private auto to contribute to improved air quality, reduce urban sprawl and lower levels of traffic congestion.*

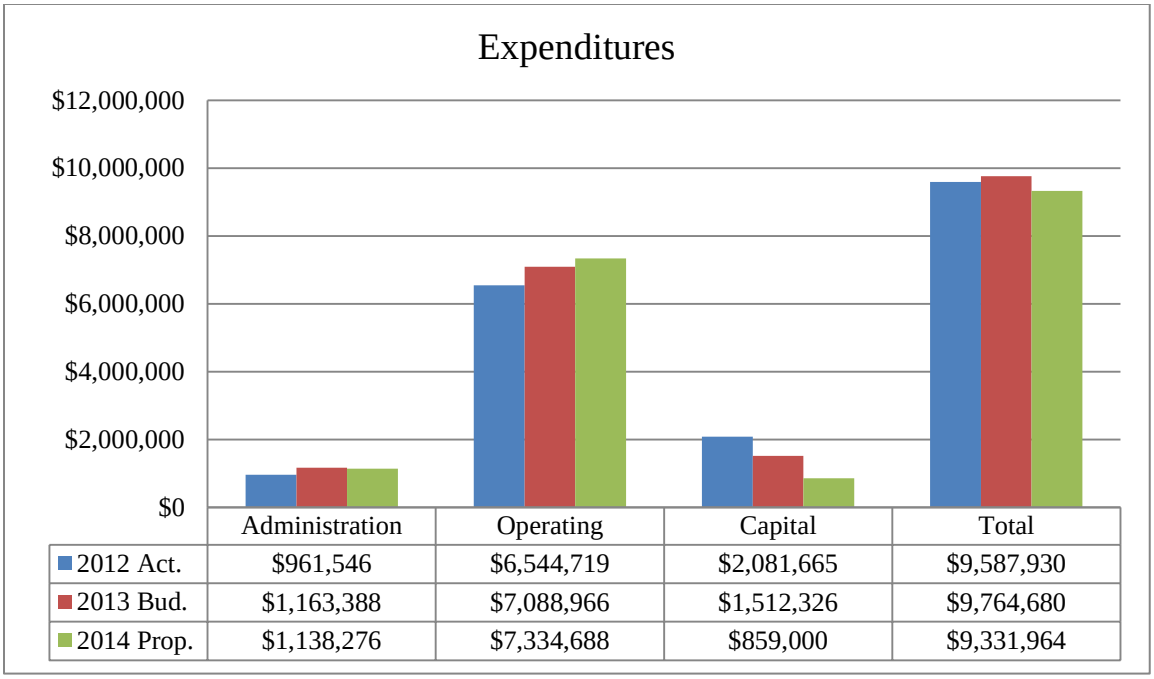
The Mission of the North Central Regional Transit District is to provide safe, secure and effective public transportation within North Central New Mexico, in order to enhance the quality of life of our citizens, by providing mobility options and to spur economic development throughout the region.

EXECUTIVE DIRECTOR'S BUDGET MESSAGE

Dear Board of Directors and Citizens of the North Central Regional Transit District:

I am pleased to present for your review and consideration the North Central Regional Transit District (NCRTD) proposed Budget for Fiscal Year (FY) 2014. The proposed budget reflects compliance with the Finance Policies; direction provided to staff on an ongoing basis by the Board and the Long Term Financial and Strategic Plan (LTFP) and adopted Capital Investment Plan (CIP).

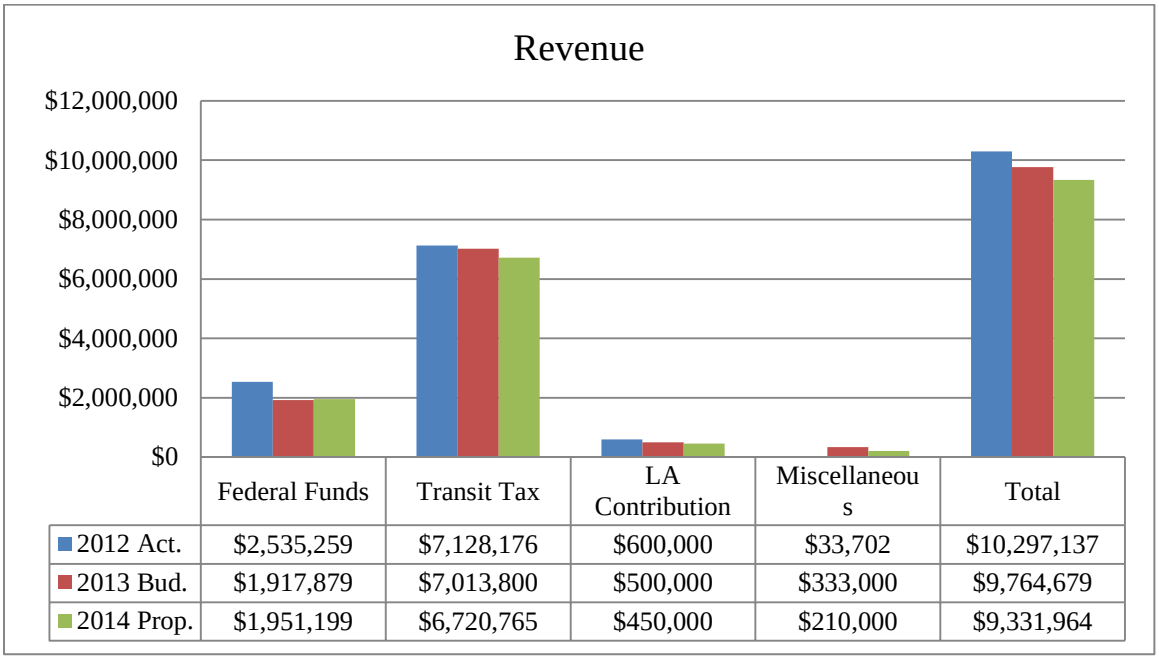
The proposed budget is balanced for FY14. Overall expenditures for FY 14 total $9,331,964. In comparison, the budget as amended and adopted for FY 13 totaled $9,764,680. The FY 14 budget as presented has decreased by $432,716 (4.43%). This is the second consecutive fiscal year that a budget decrease has been recommended which continues to maintain service levels. The current fiscal year 13 budget was $1,306,036 or 11.8% lower than the FY 12 adopted budget ($11,070,716).



	Administration	Operating	Capital	Total
2012 Act.	$961,546	$6,544,719	$2,081,665	$9,587,930
2013 Bud.	$1,163,388	$7,088,966	$1,512,326	$9,764,680
2014 Prop.	$1,138,276	$7,334,688	$859,000	$9,331,964

FY 13 was a year in which a mid-year budget adjustment was necessitated due to a 26% decline in the Transit Gross Receipts Tax in Los Alamos County resulting from a reduction in spending and workforce by the Los Alamos National Laboratory (LANL). LANL generates approximately 90% of the taxable economic activity in that County. Due to this decline, mid-year expenditure

freezes totaling $458,708 were implemented to ensure that District expenditures would match revenues and that services would continue undisrupted. During this same time period the three other Counties (Santa Fe, Rio Arriba and Taos) local economies within the District's service area continued to gradually improve or in some cases maintain equilibrium. This can be evidenced in the monthly collection of Transit Gross Receipts Tax (GRT). The GRT revenue source comprises approximately 72% of the Districts operating revenues. The balance of the District's revenue is derived from federal allocations (21%), the Los Alamos County contribution (4.8%) and miscellaneous revenues (2.2%).



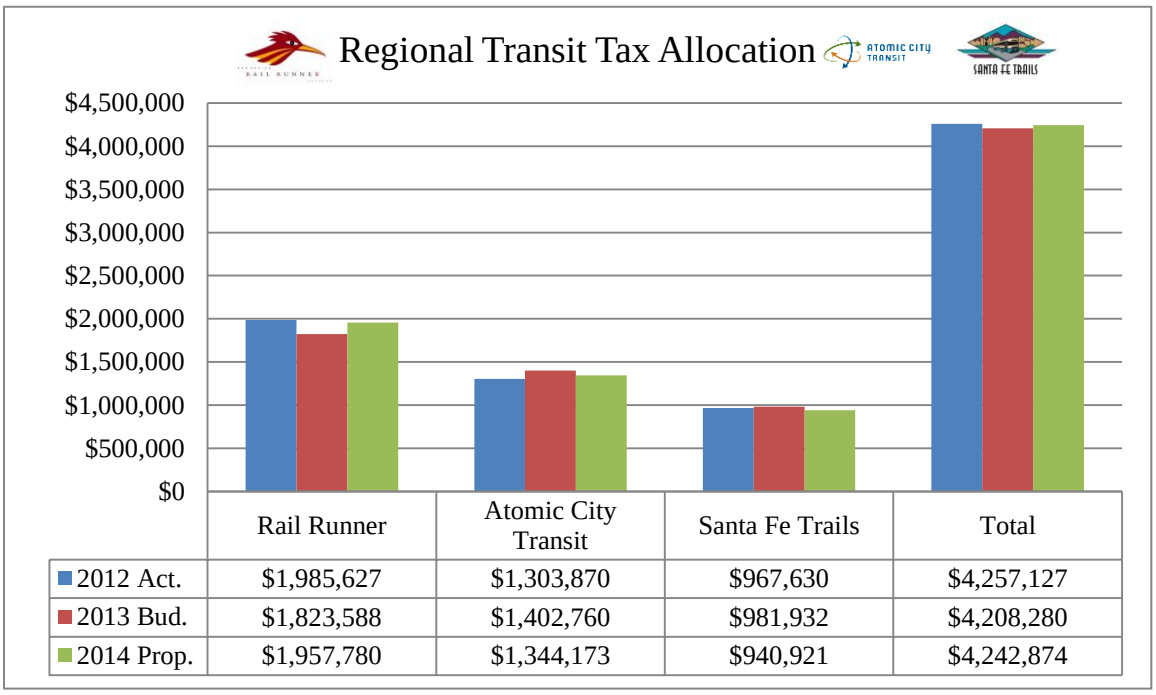
	Federal Funds	Transit Tax	LA Contribution	Miscellaneous	Total
2012 Act.	$2,535,259	$7,128,176	$600,000	$33,702	$10,297,137
2013 Bud.	$1,917,879	$7,013,800	$500,000	$333,000	$9,764,679
2014 Prop.	$1,951,199	$6,720,765	$450,000	$210,000	$9,331,964

In addition, FY 13 was also a year in which the District relocated to its new administrative/operational offices in Espanola. Federal funding became a bit more stable as a result of Congress's approval of MAP 21, however, this funding legislation has a two year life and a long term transit funding bill is still lacking. The good news is that funding appears to be remaining at existing levels.

For FY 14, changes in the State Health Insurance plan will result in a 15% increase in premiums which will increase both the District and Employees contributions. In addition, changes in contribution levels for the State Retirement Plan (PERA) will result in employee contributions increasing by 1.5%. Employer contributions will not increase until FY 15 which will be .4%. In addition, the District realized it first Collective Bargaining Unit and entered into an agreement with the Teamsters Local Union. The implications of this agreement on personnel costs have been integrated into the budget recommendations contained therein.

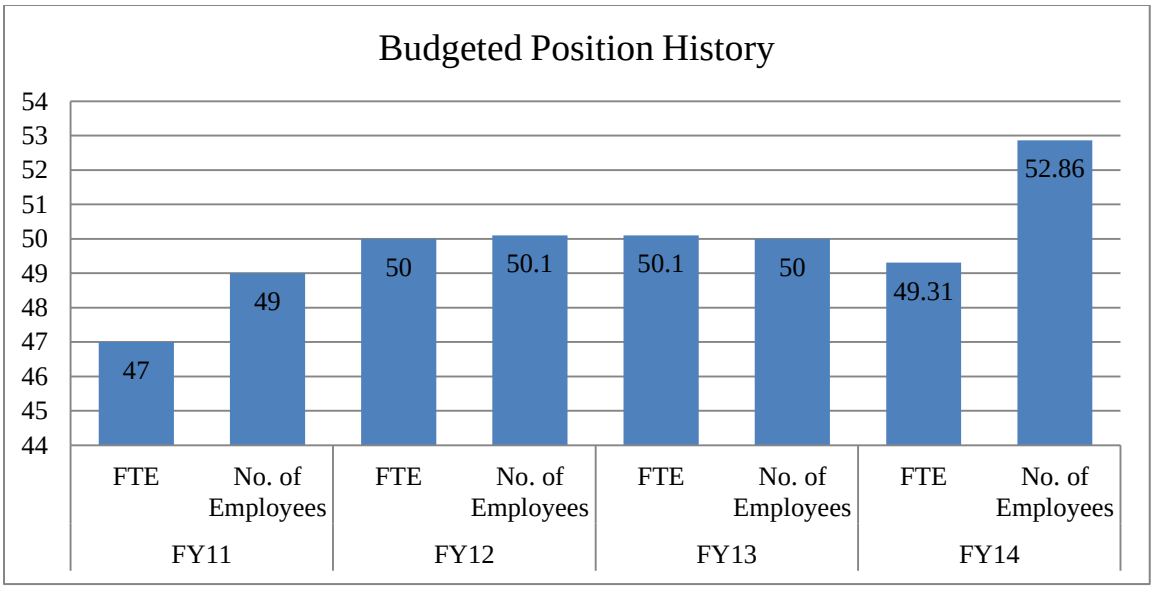
In FY 13 and likely to continue into FY 14 is the fluctuation of fuel prices as well as flat projections of GRT overall. Also a decrease in funding contributions from Los Alamos County has been incorporated into the proposed budget and based upon long term financial projections, its impact will need to be closely monitored and adjustments may need to be made in the District's Transit GRT allocation for regional services provided by other entities in near future years.

Year to date ridership trends point to another year of increases, however of a lesser magnitude than in the past, which is anticipated in the 2% range. When one looks back at the ridership for the first year (2007) at 48,600 and the projected 189,000 riders for this year, it is amazing how much the District's service has and continues to be essential for connecting Northern New Mexico communities. FY 14 is anticipated to continue to see a growth in ridership and the Districts efforts in promoting service awareness are aggressively funded in this proposed budget. Lastly, the FY 14 budget anticipates continued investment in District fleet and infrastructure and the acquisition and implementation of technology that will place the District among the forefront of modern transit systems in New Mexico and the Nation. Furthermore, in FY 14 we will be completing the update of the Transit Service Plan. This document is likely to advance a number of key modifications and strategies regarding the enhancement of existing services and the need for new service routes as well as a strategy for funding future service needs in the District. As a regional entity the District provides funding for regional services provided by Santa Fe Trails, Atomic City Transit and the Rail Runner. The funding derived from Transit Taxes contributed to these entities comprises 49.92% of the total District operating expenditures.



	Rail Runner	Atomic City Transit	Santa Fe Trails	Total
2012 Act.	$1,985,627	$1,303,870	$967,630	$4,257,127
2013 Bud.	$1,823,588	$1,402,760	$981,932	$4,208,280
2014 Prop.	$1,957,780	$1,344,173	$940,921	$4,242,874

Personnel and staffing levels are slightly lower in Full Time Employee equivalencies (FTE's), however the number of employees that could be employed by the budget is slightly up by 2.86 and mainly attributed to the fact that temporary employees are limited to 800 hours maximum per year, therefore based upon the budgeted temporary hours the total number of employees under this category results in this slight increase. In addition the budget reflects the added hours the Board approved this year for an additional day of service for the Chama route. Lastly, the Special Projects Manager position is being reclassified to Human Resources/Risk and Safety Administrator at a lower pay grade, the custodial position is being eliminated due to contracting out of that service and a part time driver position is moved to facilities and reclassified as a Facilities Maintenance Worker.



As a result of past and ongoing conservative fiscal practices the District continues to weather the impacts from a prolonged recession that has plagued many of the governmental entities in the nation and state and has contributed to the stable and healthy financial condition we enjoy today. The Long Term Financial and Strategic Plan continues to provided us the ability to focus our efforts on long-term initiatives, including funding for necessary service delivery, maintenance and capital needs, without compromising our financial future and allows us to balance our attention on both the short-term and long-term needs of the District. This strategic emphasis permits the District the latitude to determine what level of service is sustainable over a long period of time so that reserves can be maintained and enhanced during economical positive times and spent in a period of difficult financial transitions in order to maintain service levels. The continued availability of quality and essential public transportation is of critical importance to our constituents and our District's future. This proposed budget continues to provide for prudent spending, capital investment, service improvement, safety, security, reliability and most importantly investment in our employees who are the most essential asset of the District.

We appreciate the support of our member entities and state and federal legislators. For FY 14 our state legislators were able to obtain a $170,000 capital outlay contribution for the purchase of district buses. Los Alamos County although facing decreasing revenues and reductions in its own workforce continues to contribute financially to the District. For this fiscal year their contribution is $450,000. Our region shares the challenge of an ongoing recessionary economy and a continuation of anemic tax revenues along with abundant demands for services which we will need to continue to work together to assure that quality of life in our service area is maintained and enhanced as resources permit.

Lastly, I would like to thank Glenda Aragon, Finance Manager and Budget Analyst Pat Lopez for their work on this year's budget as well as each department head that contributed to this undertaking. They carefully reviewed their programs and challenged themselves to live within their means and to implement cost-saving efficiencies wherever possible, while preserving those things that make the RTD a great transit agency.

The North Central Regional Transit District is fulfilling the mandates outlined in the statutory law that created the District and is proud to serve and enhance the quality of life for residents in the forty eight (48) communities in the four county regions it serves.

Sincerely,

Anthony J. Mortillaro
Executive Director

Fiscal Year 2013-2014 Budget Summary

Revenues:

- The federal revenue projection contained in this budget is premised upon a recommended award of Federal Funds passed through the NMDOT Transit and Rail Division for FY 14. This year NMDOT has indicated that our award is $67,681 dollars greater than FY 13. However, federal capital funding will be less than last year by $193,000. Overall a net decrease in federal funding of $125, 319.

- Federal funding from FY 13 for specific project's (transit service plan update and conceptual design for maintenance facility) that were commenced but not completed are being carried forward in FY 14.

- NCRTD Transit GRT is based upon current year to date collections and projections of what is likely to transpire in the remainder of the year. As in the past we have chosen to be conservative in estimating for the upcoming budget year and are therefore estimating a declining revenue projection of $293,035 from FY 13 Budgeted ($6,720,765 FY 14 vs. $7,013,800 FY13).

- Los Alamos County contribution reflects a decrease of funding from prior years. This year's funding contribution will be $50,000 less than FY 13.

- The usage of the unrestricted reserve balance is not contained in the revenues to balance the budget.

Expenditures:

- Overall Expenditures for FY 14 total $9,331,964. In comparison FY 13 budgeted expenditures totaled $9,764,680. The FY 14 budget expenditures are $432,716 less (4.43%).

- No service reductions. Some routes have been enhanced based upon recommendations to be provided to the Board at the May 2013 meeting. In addition, some routes may be adjusted in the near future based upon the annual route assessment analysis and service plan update that has just commenced.

- No new routes are contemplated unless new recurring revenue can be found or other routes are curtailed and those funds used for the new route.

- Staffing: elimination of the custodial position. This position was included in last year's budget however; staff found that contractual custodial services were a least costly alternative. The part-time driver position on the Chama route has been increased to .71 FTE's to reflect the third day of service the Board authorized to be added to the route. The Transit Special Projects Manager's position is being reclassified to Human Resources/Risk and Safety Administrator at a lower salary. Lastly, a part-time driver position is being transferred to the Fleet and Facilities Division and is reclassified to Fleet/Facility Maintenance Worker.

- Contractual services are within several thousand dollars of prior year budgeted amount.

- Information Technology equipment costs will be increasing in order to increase backup capacity and for disaster recovery:

    - Acronis backup software: $850
    - Network attached backup storage device: $3000
    - Three year cycle for replacement of 4 workstations: $5,000
    - Office 365 licenses for all users: $14/mo. x 15 workstations X 12: $2,520 (as a result we will never have to buy new software when updates occur).

- Non Capital Projects that were commencing in FY13 and will be carried forward into FY 14 are:

    - Update of the Transit Service Plan
    - AVL/CAD/Intelligent Transportation System
    - Conceptual design of Maintenance Facility
    - Compensation and Classification Study

- Utilities and Fuel line items reflect adjusted expenditures. Now that we have had approximately 8 months of experience with the new building, we are able to better estimate the costs for natural gas, electric, water, sewer and solid waste removal. Pest control is a new service that we have had to budget for. Fuel is anticipated to increase over prior years due to a natural tendency for gasoline prices to fluctuate.

- Staff compensation reflects a 3.5% place holder for performance based increases and collective bargaining across the board adjustments. Furthermore, it is anticipated that the update to the compensation plan being conducted by Personnel Systems and Services will be available for the Finance Subcommittee and Board to review in late May. The cost implications for implementation ***have not been incorporated*** into the proposed FY 14 budget. In addition, to ensure long term career development in the Driver position, staff is evaluating the creation of several career ladder classifications and the ***implications from such will have budgetary impacts that will need to be addressed***.

- Benefit cost increases. Health insurance costs are increasing by 15%. As a result the District will be absorbing 15% of this increase and employees will be paying an additional 15%. We have been told that there may likely be an additional increase in insurance costs in January 2014, however, we have not been able to get any information as to the degree of this rumored increase, therefore ***the budget does not include any funding for this possibility***. In addition, Employees are being required by Senate Bill 27 which was passed by the Governor and Legislature to contribute an additional 1.5% of their pay towards their PERA contribution. There is no corresponding increase for the Employer until FY 15, which will be .4%. However, the 2% increase in social security coupled with the above increase have impacted employee take home by 18.5%.

- NCRTD GRT allocations for regional services provided to Los Alamos County, Atomic City Transit and Santa Fe Trails will be lower than prior years and have been calculated on the formula utilized in the past three budget cycles and recently incorporated into the Financial Policies by the Board. The Rail Runner contribution is a fixed formula and reflects an increase in funding as a result of anticipated increased GRT collections in Santa Fe County. These Non RTD Operating expenditures ($4,242,874) represent 49.92% of the total operating budget.

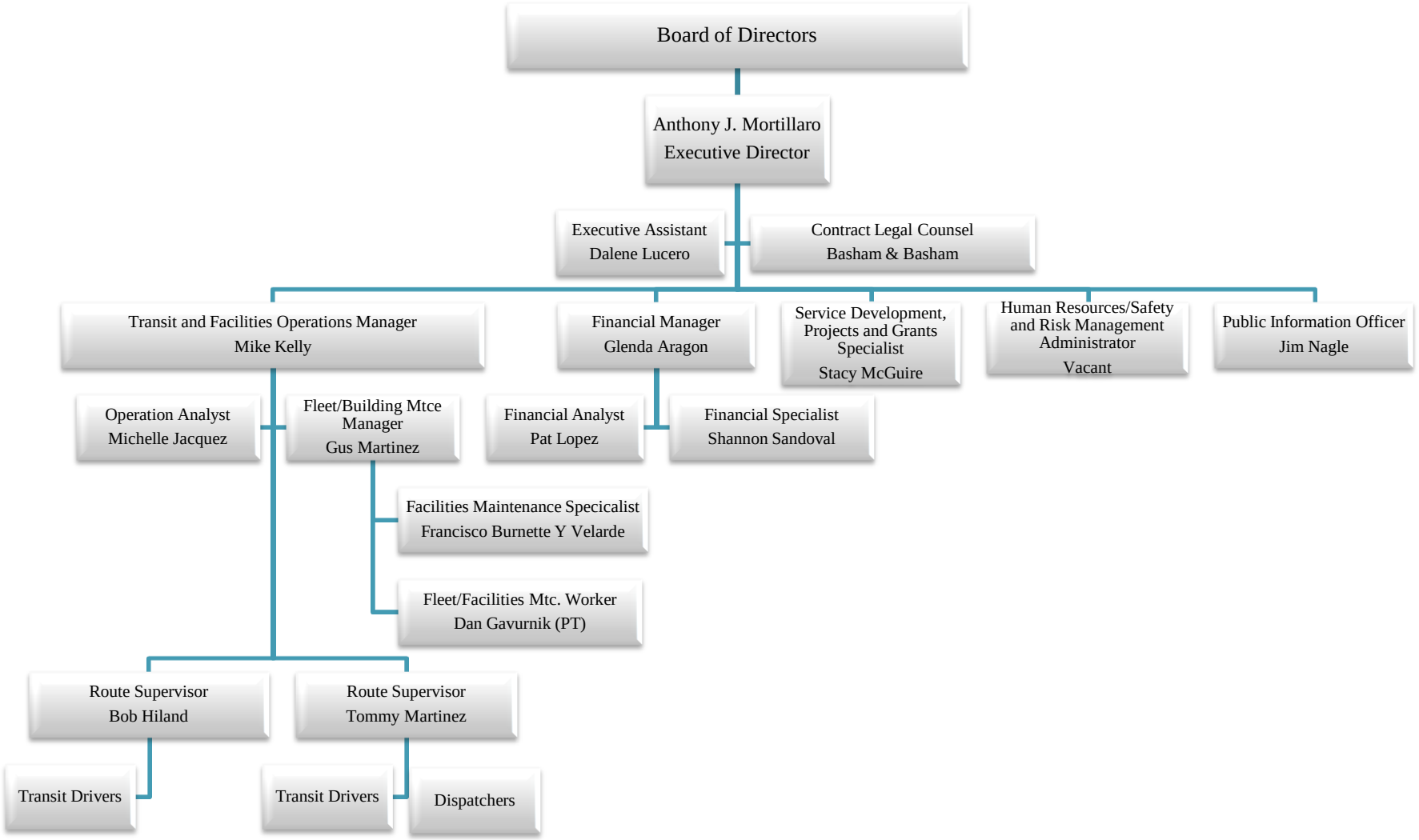
- Capital Investment Plan (CIP) expenditures align with the 10 year plan that was reviewed last year and which was adjusted. These changes will be reviewed by the Finance Subcommittee at this meeting. Some minor items contained in the CIP are not funded by matching federal dollars and as such will be paid for by the transit GRT. We have tried to limit these items.

10 Year Capital Investment Plan: The attached CIP has been updated to reflect and align with the proposed budget.

Long Range Financial Plan: The attached chart reflects an update of the moderate case scenario, the proposed FY 14 budget, the CIP and future revenue and expenditure implications. Overall the District will continue to meet and exceed the Board's requirement for a 25% reserve amount through 2015 provided that no degradation of revenues occurs over the next several years. From 2016 through 2021 the District will need to assess its NCRTD GRT allocation for non-RTD provided regional services and/or increase its Federal funding for capital and other revenues to offset the reduction in the usage of the reserve to balance the budget. Based upon this Moderate Case Scenario no new routes can be funded unless a reoccurring revenue source is generated.

Cash Reserve Levels: Attached is a chart that shows the required cash reserve levels and actual or projected cash reserve levels. Statutorily we are required to maintain a minimum of 8% of expenditures as a cash reserve. The Board's adopted policy is to maintain a 25% cash reserve level, which is due to the variability of the districts varied revenue sources. In addition, $700,000 of the funds in the cash reserve are restricted by agreement with Los Alamos County and limited to be used for a revolving operating funding with replenishment required within six months. The District does have cash reserves that exceed the Board's funding requirement, however, when viewed in the context of the Long Range Financial Plan these funds should not be expended unless needed for the sole purpose of capital replacement or service level maintenance. Should the District's revenues improve in the near future then the fund balance over and above the Board's requirement could be considered for one time expenditures or if used for an ongoing expenditure that it will provide funding of that expenditure for a minimum of at least four years.

North Central Regional Transit District –Proposed July 2013



NCRTD
NCRTD Position History

	FY11		FY12		FY13		FY14	
Admin	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)								
Executive Director	1	1	1	1	1	1	1	1
Executive Assistant	1	1	1	1	1	1	1	1
Marketing Manager/PIO	1	1	1	1	1	1	1	1
Special Project Manager	1	1	1	1	1	0	0	0
Human Resources/Risk and Safety Adm.	0	0	0	0	0	0	1	1
TOTAL Positions	4	4	4	4	4	3	4	4

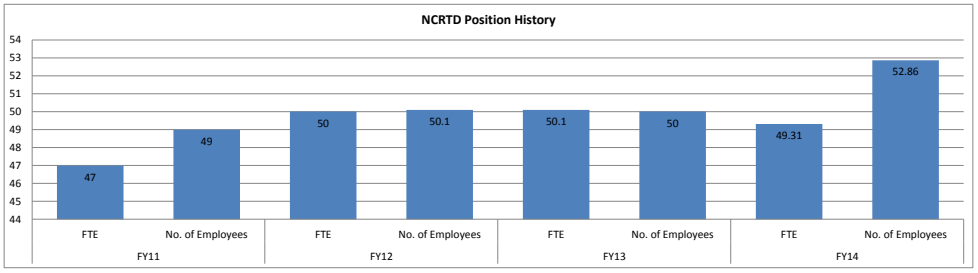
	FY11		FY12		FY13		FY14	
Finance	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)								
Finance Manager	1	1	1	1	1	1	1	1
Financial Analyst	1	1	1	1	1	1	1	1
Financial Specialist	1	1	1	1	1	1	1	1
TOTAL Positions	3	3	3	3	3	3	3	3

	FY11		FY12		FY13		FY14	
Operations Admin	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)								
Transit Operations Manager	1	1	1	1	1	1	1	1
Assistant Transit Operations Manager	1	0	1	0	0	0	0	0
Operations Analyst	1	1	1	1	1	1	1	1
Service Development Manager (reclass 9/12)	1	1	1	1	1	0	0	0
Service Development, Projects , Grants Spec	0	0	0	0	0	1	1	1
TOTAL Positions	4	3	4	3	3	3	3	3

	FY11		FY12		FY13		FY14	
Operations Driver	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)								
Route Supervisors	2	2	2	2	2	2	2	2
Dispatchers	2	2	2	2	2	2	0	0
Dispatcher (non CDL)							1	1
Dispatcher (CDL)							1	1
Drivers	25	27	27	30	30	30	0	0
Drivers (non CDL)							14	14
Drivers (CDL)							16	16
Permanent Part-Time (benefits)								
Drivers				2	1	2	0	0
Driver (non CDL)							0.71	1
Part-Time (no benefits)								
Drivers	6	7	7	2	1	2	0	0
Drivers (CDL)	0	0	0	0	0	0	1	2
Temp Hours @ 2288 (800 per temp/posit.)	0	0	0	1.1	1.1	1	1.1	2.86
TOTAL Positions	35	38	38	39.1	37.1	39	36.81	39.86

	FY11		FY12		FY13		FY14	
Fleet/Building	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)								
Fleet/Facility Maintenance Manager	1	1	1	1	1	1	1	1
Facility Maintenance Specialist	0	0	0	0	1	1	1	1
Custodian	0	0	0	0	1	0	0	0
Facility Maintenance Worker (part time)	0	0	0	0	0	0	0.5	1
TOTAL Positions	1	1	1	1	3	2	2.5	3

	FY11		FY12		FY13		FY14	
	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Total Positions	**47**	**49**	**50**	**50.1**	**50.1**	**50**	**49.31**	**52.86**



North Central Regional Transit District
FY 2014 Over-All Budget

REVENUE	FY11	FY12	FY13	FY13	Budget Request Exec. Dir
Account Title	**Actual**	**Actual**	**Budgeted**	**Actual 7/1/12 to 4/15/13**	**FY14**
5311/ADMINISTRATION	$ 594,161	$ 489,984	$ 482,040	$ 439,277	$ 496,501
5311/OPERATING	482,858	412,168	$ 605,000	$ 312,746	$ 815,559
5311/CAPITAL	95,587	57,545	$ 289,000	$ 2,493	$ 96,000
5311 Total	**1,172,607**	**959,696**	**$ 1,376,040**	**$ 754,516**	**$ 1,408,060**
5316/JARC/OPERATING	**137,655**	**99,166**	**$ 182,356**	**$ 118,129**	**$ 58,089**
5304/Federal Grant/PLANNING	16,276		$ 36,050	$ -	$ 151,250
Tesuque Tribal FTA	-	4,749	$ 43,434		
Arra Stimulous	303,022	-	$ -		
Tribal Transit	71,212	57,595	$ -	$ 222,604	
5309/ Fed Grant/Earmark	51,323	547,197	$ -	$ 23,929	
Veterans Inititative					$ 333,800
Total Other Federal Grants	**441,833**	**609,541**	**$ 79,484**	**$ 246,533**	**$ 485,050**
State Capital Outlay/Vehicles	-	616,856	$ 280,000		$ 170,000
LA Contribution	660,000	600,000	$ 500,000	$ 500,000	$ 450,000
Building	-	250,000	$ 333,000		
Other Revenue Total	**660,000**	**1,466,856**	**$ 1,113,000**	**$ 500,000**	**$ 620,000**
Local Member Match	880,000	-	$ -	$ -	$ -
Gross Receipts Tax	7,524,035	7,128,176	$ 7,013,800	$ 4,117,865	$ 6,720,765
Misc.	99,641	33,702	$ -	$ 53,411	$ 40,000
Local/GRT Revenue Total	**8,503,677**	**7,161,878**	**$ 7,013,800**	**$ 4,171,277**	**$ 6,760,765**
Overall REVENUE NCRTD Total	**$ 10,915,772**	**$ 10,297,137**	**$ 9,764,680**	**$ 5,790,454**	**$ 9,331,964**

North Central Regional Transit District
FY 2014 Over-All Budget

Expenses

Salaries and Benefits	FY11 Actual	FY12 Actual	FY13 Budgeted	FY13 Actual 7/1/12 to 4/15/13	Budget Request Exec. Dir FY14
District Salaries	**1,606,807**	**1,745,048**	**1,892,438**	**1,223,162**	**1,902,117**
Benefits & Payroll Taxes	**584,395**	**556,308**	**625,778**	**397,564**	**667,926**
Total Salaries and Benefits	**$ 2,191,202**	**$ 2,301,356**	**$ 2,518,216**	**$ 1,620,727**	**$ 2,570,043**

Other Expenses	FY11 Actual	FY12 Actual	FY13 Budgeted	FY13 Actual 7/1/12 to 4/15/13	Budget Request Exec. Dir FY14
Vehicle Allowance - Benefit	$ -	$ 2,000.00	$ -	$ 80.00	$ 960.00
Cleaning Bus Allowance					$ 960.00
Workers' Compensation	79,383	94,954	70,500		$ 107,459.00
Non-RTD Railrunner	1,922,899	1,985,628	1,823,588	1,187,993	1,957,780
Non-RTD Los Alamos County	1,238,603	1,303,870	1,402,760	519,829	1,344,173
Non-RTD City of Santa Fe	952,775	967,630	981,932	-	940,921
Bank Service Charges	49	20	25	13	120
Penalties/Interest	1.450	9.430	500	45	500
Internet Service	-	-	9,000	1,243	3,480
Postage	953	1.176	1.500	395	1,350
Telephone	18.915	7.604	7.700	8,536	8,080
Cell Phone	9,021	4,195	5,932	2,801	5,978
Contractual Services	190,869	156,210	392,800	81,589	394,733
Audit	20,670	53,500	27,000	23,005	23,433
Advertising	96,205	23,877	56,850	7,805	65,940
Advertising-Other	5,159	302	4,500	8,464	4,500
IT Hardware/Software Support	20,808	5,517	12,500	6,370	20,736
Dues and Subscriptions	5,952	1,831	6,600	7,106	9,486

North Central Regional Transit District
FY 2014 Over-All Budget

Equipment Rental	-	233	6,900	977	1,000
Equipment Repair & Maintenance	5,879	1,446	5,500	310	4,300
Building Maintenance/sheltors	-	-	10,000	9,968	15,000
Maintenance Machinery &	132	-	15,200	599	4,500
Property Insurance	38,927	9,927	39,000	6,566	39,000
General and Employee Liability	22,275	21,119	25,000	21,119	25,000
Civil Rights	3,500	3,311	-	3,311	5,000
Vehicle Insurance	41,371	59,997	66,000	54,960	66,000
Snow Removal (MA Agora)	-	-	6,000	-	6,000
Office Rent	29,050	28,800	2,400	-	-
Utilities	6,528	3,656	51,700	18,277	30,000
Janitor	4,781	5,842	1,500	12,301	24,000
Utility Expense Allowance	-	-	-	120	240
Uniforms	8,370	-	2,800	-	14,300
Drug and Alcohol Testing	500	-	4,500	-	4,500
Physicals	108	-	3,000	2,029	3,000
Printing	3,132	5,226	18,500	2,095	19,500
Copying	1,659	309	500	1,029	-
Supplies	436	-	-	2,954	19,500
Office Supplies	27,243	17,044	22,690	3,468	-
Furniture & Equipment under 5K	9,760	23,267	13,000	6,235	46,717
Janitorial Supplies	-	93	6,000	2,236	2,000
Training-Materials	5,793	3,085	9,900	(135)	4,750
Travel-Air Fare	22,005	-	-	407	2,750
Mileage/Car rental	212	4,388	7,150	1,782	6,450
Public Transit Fares	-	-	-	(18)	2,866
Per Diem	-	6,780	8,961	-	7,451
Registration/Conference Fees	-	1,125	-	1,674	9,828
Lodging	-	-	3,500	4,613	14,580
Meals & Meeting Expenses	1,667	1,050	4,200	2,090	1,050
Misc Expenses	-	81	3,150	516	3,150
Fuel	304,353	273,576	420,000	302,365	430,000
Cell Tower Rental Fees	2,100	5,400	5,400	3,177	5,400

North Central Regional Transit District
FY 2014 Over-All Budget

Shop Supplies	11,142	5,589	9,000	4,692	7,000
Oil and Lubricants	17,532	8,603	15,000	10,535	15,000
Hazardous Waste Disposal	-	-	4,000	-	-
Replacement Parts	46,703	-	38,000	45,238	59,500
Tires	24,827	-	22,000	25,651	30,000
Vehicle Maintenance - Repair	(6,681)	48,823	70,000	38,850	70,000
Painting	3,513	3,900	10,000	632	10,000
Computers		-	-	4,142	3,000
Total other Expenses	**$ 5,612,445**	**$ 5,204,910**	**$ 5,734,138**	**$ 4,095,488**	**$ 5,902,921**

Captial Expenses	FY11 Actual	FY12 Actual	Budget	YTD Actual 3/29/13	FY14 Executive Director Request
Furniture & Equipment under 5K		$ -	-	$ 2,168	
Capital Expenses		-	457,000	6,781	
Buildings	880,690	1,129,200	180,000	224,891	**8,000**
Paving Bus parking lot					
Fueling Facility					
Emergency Electrical Generator					
After hours Security Gates					
Furniture & Fixtures	5,767	16,597	525,326	93,661	
Other Capital Expenses		-	-	9,090	**450,000**
AVAL Bus Reporting system					
Benches and Signage		-	-	4,952	
Passenger Bus	265,880	925,284	350,000	-	**386,000**
28 Pasgr. Bus					
14 Pasgr. Bus					
18 Pasgr. Bus					
18 Pasgr. Bus					

North Central Regional Transit District
FY 2014 Over-All Budget

Skid Steer Loader+					
Bus Shelters	52,430	10,584	-	15,000	**15,000**
San Cristobal-Surface Imrovements					
Total Captial Expenses	**1,204,767**	**2,081,665**	**1,512,326.00**	**341,543.45**	**859,000**
Overall Total Expenses	**9,008,415**	**9,587,931**	**$ 9,764,680.00**	**$ 4,437,031.14**	**$ 9,331,964**
			Net BUDGET		**$ -**

200-Administration
FY 2014

Account Title	FY11 Actual	FY12 Actual	FY13 Budget	YTD Actual 3/29/13	FY14 Executive Director Request
Total Salaries	**$ 292,943**	**$ 244,165**	**$ 310,972**	**$ 148,606**	**$ 280,990**
Total Benefits	**85,500**	**78,038**	**97,344**	**48,874**	**102,934**
Total Salaries/Benefits	**378,443**	**322,204**	**408,316**	**197,480**	**383,924**
Total Contracts	**170,200**	**228,120**	**323,500**	**77,593**	**303,600**
Postage	$ 261	$ 600	$ 500	$ 109	$ 300
Telephone	9,224	9,360	2,000	2,032	1,440
Cell Phone	1,344	2,640	2,022	809	1,600
Internet Service (Redi net)		-	1,500	581	720
Advertising	91,340	12,198	56,850	7,620	65,940
Advertising-Other	1,525	3,600	4,500	4,878	4,500
IT Hardware/Software Support	4,139	480	1,000	1,139	9,036
Dues and Subscriptions	5,952	1,440	5,800	6,366	8,486
Equipment Rental	-	-	-	207	-
Equipment Repair & Maintenance	1,176	406	1,000	157	1,800
Computer Repair & Maintenance	-	-			500
Property Insurance	4,964	5,956	5,000	805	5,000
General and Employee Liability	-	-			-
Civil Rights	-	-			-
Vehicle Insurance	-	-			-
Meals and Meeting Expenses	1,509	1,446	3,100	2,137	3,100
Utilities	2,235	2,611	350	1,947	-
Janitor	3,187	3,600	500	280	-
Drug and Alcohol Testing	-	-			-
Printing	626	4,979	17,000	1,393	17,000
Copying	-	-	-	632	-
Supplies	-	-	-	1,412	
Office Supplies	3,949	1,765	4,760	912	3,120
Furniture & Equipment under 5K	3,625	23,336	3,000	1,877	-
Janitorial Supplies	-	420	-	270	-
Training	4,599	1,200	4,000	-	-
Travel	-	-	-	5	-
Mileage/fares	19,607	3,292	4,100	1,712	4,550
Per Diem		2,476	6,961	-	1,780
Registration Fees		-	-	1,425	5,224
Lodging and Meals		-	-	4,087	7,845
Misc Expenses		-	2,500	-	2,500
TOTAL Admin Expenses	**$ 159,261**	**$ 81,806**	**$ 126,443**	**$ 42,791**	**$ 144,441**
TOTAL EXPENDIURES	**$ 707,905**	**$ 632,130**	**$ 858,259**	**$ 317,864**	**$ 831,965**

220 - Finance
FY2014

Account Title	FY2011 Actual	FY2012 Actual	FY2013 Budget	FY 13 YTD Actual	FY14 Executive Director Approval/Request
Total Salaries	**161,848.25**	**138,116.15**	**157,385.00**	**128,971.20**	**177,972.00**
Total Benefits	**55,548.50**	**53,800.21**	**66,426.00**	**36,026.80**	**67,621.00**
TOTAL Wages/benefits	**$ 217,396.75**	**$ 191,916.36**	**$ 223,811.00**	**$ 164,998.00**	**$ 245,593.00**
TOTAL Contracts	**$ 20,670**	**$ 53,500**	**$ 29,500**	**$ 27,997**	**$ 25,233**
	-				
Bank Service Charges	$ 30	$ 17	$ 25	$ -	$ 120
Penalties/Interest	1,155	11,279	500	45	500
Internet Service (Redi-Net)		-	1,500	249	720
Postage	500	717	700	270	700
Telephone	1,650	1,482	1,500	1,307	1,440
Cell Phone	-	-	-	-	624
Advertising	-	-	-	-	
Advertising-Other	-	-	-	683	-
IT Hardware/Software Support	8,000	7,680	9,500	5,231	9,700
Sage software		-			
Dues and Subscriptions	-	312	500	160	500
Equipment Rental	2,400	2,676	4,900	-	
Equipment Repair & Maintenance	1,176	-	2,000	-	
Property Insurance	4,964	5,956	5,000	805	5,000
Meals & Meeting Expenses		-	300	-	-
Office Rent	24,111	25,920	2,400	-	-
Utilities	1,117	2,611	350	288	-
Janitor	1,594	5,257	1,000	531	-
Printing	626	-	1,000	-	1,000
Copying		-	-	76	
Supplies		-	-	830	
Office Supplies	3,949	720	5,810	741	3,000
Furniture & Equipment under 5K	10,000	18,000	3,000	-	1,250
Training/Materials	463	434	2,400	115	1,300
Mileage	37	240	1,500	250	1,500
Per Diem	256	600	2,000	-	1,606
Misc Expenses		97	150	-	150
Registration/Conference					3,935
Lodging					1,990
Travel-Air					450
Depreciation					
TOTAL	**$ 62,027**	**$ 84,000**	**$ 46,035**	**$ 11,659**	**$ 35,485**
TOTAL Expenditure	**$ 300,093**	**$ 329,416**	**$ 299,346**	**$ 204,654**	**$ 306,311**

300 - Operations Admin
FY 2014

Account Title	FY2011 Actual	FY2012 Actual	YTD Budget $ - Original	YTD Actual	Executive Director Approved Request
Total Salaries	**224,063.80**	**175,076.26**	**191,569.00**	**97,192.19**	**183,612.00**
Total Benefits	**61,510.18**	**67,453.20**	**57,724.00**	**33,410.74**	**61,772.00**
TOTAL	**$ 285,574**	**$ 242,529**	**$ 249,293**	**$ 130,603**	**$ 245,384**

	FY2011 Actual	FY2012 Actual	YTD Budget $ - Original	YTD Actual	Executive Director Approved Request
Internet Service		$ -	$ 1,000	$ 249	$ 720
Postage	132	106	100	12	100
Telephone	6,403	651	1,500	1,863	1,440
Cell Phone	2,745	203	1,086	1,011	624
IT Hardware/Software Support	2,069	480	1,000	-	1,000
Dues and Subscriptions	-	-	300	50	500
Equipment Rental	1,965	1,926	2,000	725	-
Equipment Repair & Maintenance	1,308	431	500	-	500
Maintenance Machinery & Equipment		-	-	283	500
	1,464	2,710	-	-	
Printing	626	430	-	635	1,500
Copying		-	500	153	
Supplies		-	-	510	
Office Supplies	4,659	5,040	3,810	1,179	3,500
Furniture & Equipment under 5K	1,500	2,921	4,000	-	-
Janitorial Supplies		-	-	310	-
Training-Materials	609	154	1,000	-	950
Travel-Air		-	-	452	500
Mileage	1,447	-	700	147	200
Per Diem	358	1,151	1,300		272
Registration Fees		-	-	249	900
Lodging ~~and Meals~~		-		844	1,200
Meals & Meeting Expenses		-	-	48	250
Oil and Lubricants		-	-	3	
Replacement Parts		-	-	-	
Cell Phone		-	-	104	
Computers		-	-	1,644	1,500
TOTAL	**$ 25,284**	**$ 16,200**	**$ 18,796**	**$ 10,469**	**$ 16,156**
TOTAL EXPENDITURES	**$ 310,858**	**$ 258,730**	**$ 268,089**	**$ 141,072**	**$ 261,540**

350 - Operations - Drivers
FY 2014

Account Title	FY11 Actual	FY12 Actual	YTD Budget $ - Original	YTD Actual	FY14 Executive Director approval
Total Salaries	838,791.17	944,484.06	1,125,485.00	750,157.18	1,164,055.00
Total Benefits	347,843.93	327,204.00	362,946.00	256,766.51	396,853.00
TOTAL Salaries/Benefits	**$ 1,186,635.10**	**$ 1,271,688.06**	**$ 1,488,431.00**	**$ 1,006,923.69**	**$ 1,560,908.00**
Vehicle Allowance - Benefit		-	0.00	80.00	960.00
Cleaning Bus Allowance		-	0.00	160.00	960.00
Workers' Compensation	$ -	$ 94,953.98	$ -	$ 54,068.46	$ 107,459.00
Internet Service		-	1,500	165	960
postage	300	600			50
Telephone	1,485	3,390	1,500	2,274	3,000
Cell Phone	854	521	2,200	473	1,920
Advertising-Other		-	-	104	-
IT Hardware/Software Support	2,069	480	1,000	-	1,000
Equipment Repair & Maintenance	1,176	1,742	1,000	-	1,000
Maintenance Machinery & Equipment		-	-	-	
		-	-	127	-
General and Employee Liability	3,500	25,343	25,000	-	12,500
Workers' Compensation ins	-	-	70,500	54,068	-
Utilities	2,500	16,303	1,000	-	-
Utility Expense Allowance	-	-	-	100	240
Uniforms	8,370	-	14,000	-	14,000
Drug and Alcohol Testing	500	360	4,500	-	4,500
Physicals	6,258	1,687	3,000	1,034	3,000
Printing	626	-	500	99	-
Copying	-	-	-	137	-
Supplies	689	600	2,000	203	
Office Supplies	5,449	4,200	4,500	245	6,500
Janitorial Supplies	423	625			-
Furniture & Equipment under 5K	1,767	1,200	1,000	1,197	-
Training	772	-	2,000	-	2,000
Mileage	189	578	500	-	200
per diem	382	467	1,900	-	524
Lodging		-			1,140
Meals & Meeting Expenses	404	600	800	35	800
Misc Expenses	-	-	500	506	500
Shop Supplies		-	-	49	-
Replacement Parts		-	-	313	1,500
wireless/inernet on buses			1,500	-	
Vehicle Maintenance - Repair		-	-	10	
Travel-Air Fare		-	-	-	600
Public Transit Fares/Car rental		-	-	-	
Registration/Conference Fees		-	-	-	1,350
Dispatcher		-	-	-	
Shop Supplies		-	-	-	
Computers		-	-	1,249	1,500
TOTAL	**$ 37,713**	**$ 153,651**	**$ 140,400**	**$ 62,388**	**$ 167,203**
TOTAL EXPENDITURES	**$ 1,224,348**	**$ 1,425,339**	**$ 1,628,831**	**$ 1,069,312**	**$ 1,728,111**

400 - Fleet - Building
FY 2014

Account Title	FY11 Actual	FY12 Actual	FY13 Budget	FY13 YTD-Actual	FY14 Executive Director approval
TOTAL Contracts	**$ -**	**$ -**	**$ 64,300**	**$ 11,490**	**$ 65,900**
Janitor-Contract	**-**	**-**	**-**	**11,490**	**24,000**
Total Salaries	41,969	40,723	101,240	35,635	95,488
Total Benefits	17,830	20,257	41,339	13,431	38,746
Total Salaries & Benefits	**$ 59,799**	**$ 60,980**	**$ 142,579**	**$ 49,066**	**$ 134,234**
Internet Service	$ 500	$ 480	$ 2,000	$ -	$ 360
Postage	100	-	200	-	200
Telephone	1,000	2,563	1,200	1,059	760
Cell Phone	600	125	624	508	1,210
Equipment Rental		-	-	45	1,000
Equipment Repair & Maintenance	2,176	360	1,000	153	1,000
Building/sheltors Maintenance	15,966	380	10,000	9,968	
					15,000
Maintenance Machinery & Equipment	5,767	132	4,000	316	4,000
Property Insurance	29,000	1,960	29,000	4,829	29,000
General and Employee Liability		-	-	21,119	12,500
Civil Rights		-	-	3,311	5,000
Vehicle Insurance	41,371	74,721	66,000	54,960	66,000
Snow Removal (MA Agora)	6,000	3,840	6,000	-	6,000
Utilities	626	4,200	50,000	16,042	30,000
Uniforms					300
Janitor		-	-	11,490	-
Utility Expense Allowance		-	-	20	-
Physicals		-	-	899	-
Office Supplies	5,449	2,052	3,810	391	1,000
Furniture & Equipment under 5K	2,500	180	2,000	992	2,000
Janitorial Supplies	300	420	6,000	1,578	2,000
Training/Materials	300	-	500	-	500
Mileage	215	324	350	-	1,520
Lodging and Meals	428	344	300	-	2,405
Misc Expenses		-	-	-	-
Fuel	304,353	328,291	420,000	299,347	
					430,000
Cell Tower Rental Fees	2,100	-	5,400	3,177	5,400
Shop Supplies	11,097	6,706	7,000	4,643	7,000
Oil and Lubricants	17,403	10,323	15,000	10,023	15,000
Hazardous Waste Disposal	-	-	4,000	-	-
Replacement Parts	45,703	29,970	38,000	43,559	
					58,000
Tires	24,827	11,903	22,000	23,228	
					30,000
Vehicle Maintenance - Repair	70,270	58,588	70,000	37,565	70,000
Painting	3,513	4,680	10,000	632	10,000
Maintainer		-	-	-	-
Cell Phone		-	-	52	-
Shop Supplies		-	-	149	-
Computers		-	-	1,249	-
Benches and Signage		-	-	-	5,000
Bus Shelters		-	-	765	10,000
Travel-Air Fare					1,200
Public Transit Fares					140
Per Diem					940
Registration/Conference Fees					2,354
TOTAL	**$ 591,562**	**$ 542,543**	**$ 774,384**	**$ 552,068**	**$ 826,789**
TOTAL EXPENDITURE	**$ 651,361**	**$ 603,523**	**$ 981,263**	**$ 612,624**	**$ 1,102,163**

320 - Operation Non-RTD

Account Title	FY11 Actual	FY12 Actual	FY13 Budget	FY13 YTD Actual	**Budget Request Exec. Dir. Fy14**
Non-RTD Railrunner	$ 1,922,899	$ 1,985,628	$ 1,823,588	$ 1,048,947	$ 1,957,780
Non-RTD Los Alamos County	1,238,603	1,303,870	1,402,760	519,829	1,344,173
Non-RTD City of Santa Fe	952,775	967,630	981,932	-	940,921
Total Operation Non-RTD	**$ 4,114,277**	**$ 4,257,128**	**$ 4,208,280**	**$ 1,569,140**	**$ 4,242,874**

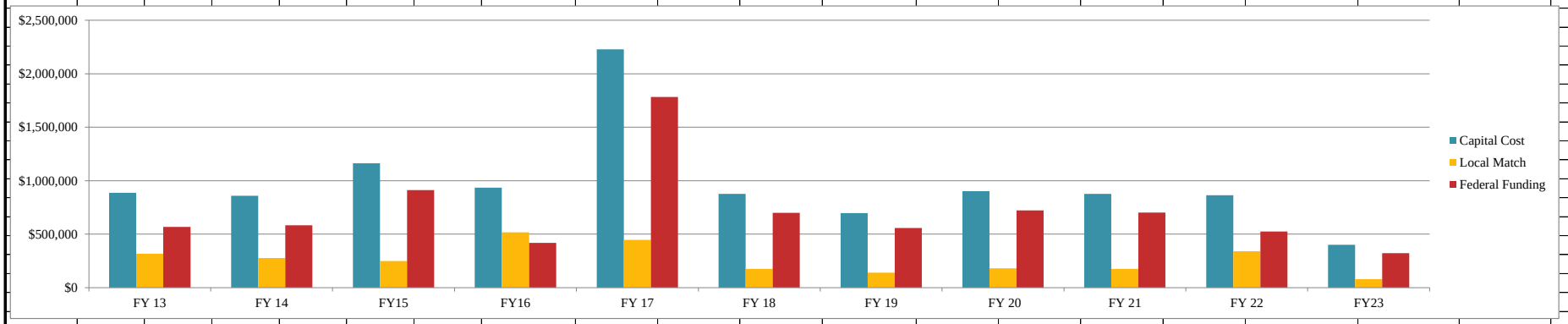
500 - Capital

FY 2014

Account Title	FY11 Actual	FY12 Actual	Budget	YTD Actual 3/29/13	FY14 Budget request	FY14 Executive Director Request
Furniture & Equipment under 5K		$ -	$ -	$ 2,168		
Capital Expenses		-	457,000	6,781		
Buildings	880,690	1,129,200	180,000	224,891	**8,000**	**8,000**
Paving Bus parking lot					-	
Fueling Facility					-	
Emergency Electrical Generator					-	
After hours Security Gates					8,000	
Furniture & Fixtures	-	16,597	525,326	93,661		
Other Capital Expenses		-	-	9,090	**450,000**	**450,000**
AVAL Bus Reporting system					450,000	
Benches and Signage		-	-	4,952		
Passenger Bus	265,880	925,284	350,000	-	**386,000**	**386,000**
28 Pasgr. Bus					150,000	
14 Pasgr. Bus					76,000	
18 Pasgr. Bus					80,000	
18 Pasgr. Bus					80,000	
Skid Steer Loader+ attachments/trailer					-	
Bus Shelters	52,430	10,584	-	-	**15,000**	**15,000**
San Cristobal-Surface Imrovements					15,000	
TOTAL Capital	**$ 1,199,000**	**$ 2,081,665**	**$ 1,512,326**	**$ 341,543**	**$ 859,000**	**$ 859,000**

NCRTD 10 Year Capital Investment Plan (CIP)

Reflects proposed FY 14 Budget and NMDOT Award - **4/19/13**	FY 13	FY 14	FY15	FY16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY23	
Fleet Replacement (see attached detailed listing)	$350,000	$386,000	$538,000	$323,000	$524,000	$736,000	$637,000	$903,000	$817,000	$655,000	$402,000	
Lift (new mtce building)						$100,000						
Oil Recovery Sytem(new mtce building)						$8,000						
Waste Oil Heater(new mtce building)						$12,000						
Brake Lathe(new mtce building)						$10,000						
HVAC Enclosure/Garage Door - Ext. Bldg			$30,000									
Maintenance Facility				$100,000	$1,500,000							
Paving bus parking area			$90,000									
Bus Protective Awnings				$422,500								
PV panels and electrical conversion to power RTD Facilities			$150,000									
Transit Orientated Development Site Planning					$70,000							
Scheduleing, Reporting, Vehicle Location Software	$450,000	$450,000										
75 Shelters (15/yr @$4,000 ea. X 5 years)	$60,000		$60,000		$60,000		$60,000		$60,000			
Update Service Plan (placed in administrative $150,000)										$200,000		
Fueling Facility			$112,326									
Satellite Facilities (SF,Taos)			$75,000		$75,000							
Signage, trash receptacles and Schedule holders at bus stops (100@$500 ea.)	$20,000			$15,000		$10,000				$10,000		
Wifi on buses (est. Equipment $1500 per bus x 5) placed in operations			$3,000									
Snow Plow attachment	$7,000											
Emergency Electrical Generator - Building			$50,000									
Afterhours security gates (front and side entrance)		$8,000										
San Critstobal Stop (shared cost with Taos County)		$15,000										
Records software and Archival System				$75,000								
Skid steer loader			$54,000									
Bus Pull Outs on West Side Route (North and South Bound) Safety Issue												
Bus Pull Outs on Riverside Drive (North and South Bound) Safety Issue												**Total**
Total	**$887,000**	**$859,000**	**$1,162,326**	**$935,500**	**$2,229,000**	**$876,000**	**$697,000**	**$903,000**	**$877,000**	**$865,000**	**$402,000**	**$10,692,826**
Federal 80%/50% 0.8 0.5	$569,000	$583,000	$912,900	$418,400	$1,783,200	$700,800	$557,600	$722,400	$701,600	$524,000	$321,600	$7,472,900
Local Match 20%/50%	$318,000	$276,000	$249,426	$517,100	$445,800	$175,200	$139,400	$180,600	$175,400	$341,000	$80,400	$2,898,326



NCRTD
10 YEAR CAPITAL REPLACEMENT/NEEDS PLAN

UNIT #	YEAR	CURRENT DESCRIPTION	REPLACE(D) WITH	FY 12/13 STATE OF GOOD REPAIR AWARD 2ND ROUND $350,000.00	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
T-502	2008	CUTAWAY, 12 PAS	18 PASSENGER BUS			$80,000.00					$87,000.00			
T-508	2001	VAN, 8 PAS	14 PASSENGER BUS											
T-510	2000	VAN, CARGO	14 PASSENGER BUS			$77,000.00				$78,000.00				$82,000.00
T-512	2001	VAN, 15 PAS	14 PASSENGER BUS											
T-518	2008	MINI VAN	28 PASSENGER BUS		$150,000.00							$155,000.00		
T-519	2007	MINI VAN	14 PASSENGER BUS											
T-520	2008	CUTAWAY, 12 PAS	*28 PASSENGER BUS	$149,966.00							$155,000.00			
T-524	2007	MINI VAN	8 PASSENGER VAN											
T-525	2008	SEDAN	SEDAN, MID-SIZE					$20,000.00				$25,000.00		
T-526	2008	EXTD VAN, 8 PAS	18 PASSENGER BUS	$78,074.00					$82,000.00					
T-527	2008	EXTD VAN, 8 PAS	14 PASSENGER BUS		$76,000.00				$77,000.00				$80,000.00	
T-532	2008	MINI VAN	14 PASSENGER BUS	$75,245.00				$77,000.00			$87,000.00			
T-533	2008	MINI VAN	14 PASSENGER BUS	$75,245.00				$77,000.00			$87,000.00			
T-534	2009	BUS, 25 PAS	28 PASSENGER BUS			$150,000.00							$155,000.00	
T-535	2009	CUTAWAY, 12 PAS	18 PASSENGER BUS		$80,000.00					$83,000.00				
T-536	2009	CUTAWAY, 12 PAS	18 PASSENGER BUS		$80,000.00					$83,000.00		$115,000.00		
T-537	2010	CUTAWAY, 12 PAS	14 PASSENGER BUS				$77,000.00				$78,000			
T-538	2011	RECOVERY VEHICLE	SAME						$37,000.00					
T-539	2010	BUS, 18 PAS	18 PASSENGER BUS				$82,000.00					$86,000.00		
T-540	2010	BUS, 18 PAS	18 PASSENGER BUS				$82,000.00					$86,000.00		
T-541	2010	BUS, 18 PAS	18 PASSENGER BUS					$82,000.00					$87,000.00	
T-542	2010	BUS, 18 PAS	18 PASSENGER BUS					$82,000.00					$87,000.00	
T-543	2011	CUTAWAY, 12 PAS	14 PASSENGER BUS			$77,000.00					$78,000			
T-544	2011	CUTAWAY, 12 PAS	14 PASSENGER BUS			$77,000.00					$78,000			
T-545	2011	CUTAWAY, 12 PAS	14 PASSENGER BUS			$77,000.00					$78,000			
T-546	2000	SEDAN	SEDAN, MID-SIZE					$18,000.00						
T-547	2001	SEDAN	SEDAN, MID-SIZE					$18,000.00						
T-548	2011	BUS, 40 PAS	40 PASSENGER BUS									$175,000.00		
T-549	2011	BUS, 40 PAS	40 PASSENGER BUS									$175,000.00		
T-550	2011	BUS, 40 PAS	40 PASSENGER BUS								$175,000.00			
T-551	2011	BUS, 18 PAS	28 PASSENGER BUS							$155,000.00				
T-552	2010	CUTAWAY, 14 PAS	18 PASSENGER BUS				$82,000.00						$87,000.00	
T-553	2011	BUS, 28 PAS	28 PASSENGER BUS						$155,000.00					
T-554	2011	BUS, 28 PAS	28 PASSENGER BUS							$155,000.00				
T-555	2011	CUTAWAY, 13 PAS	14 PASSENGER BUS						$77,000.00					$80,000.00
T-556	2011	CUTAWAY, 13 PAS	14 PASSENGER BUS						$77,000.00					$80,000.00
T-557	2011	CUTAWAY, 13 PAS	14 PASSENGER BUS						$77,000.00					$80,000.00
T-558	2011	CUTAWAY, 13 PAS	14 PASSENGER BUS						$77,000.00					$80,000.00
T-559	2011	BUS, 18 PAS	18 PASSENGER BUS							$83,000.00				
T-560	2011	CUTAWAY, 13 PAS	14 PASSENGER BUS						$77,000.00					
T-561	2011	EXTD VAN, 8 PAS	8 PASSENGER VAN					$50,000.00					$53,000.00	
T-562	2011	EXTD VAN, 8 PAS	8 PASSENGER VAN					$50,000.00					$53,000.00	
T-563	2011	EXTD VAN, 8 PAS	8 PASSENGER VAN					$50,000.00					$53,000.00	
			Skid Steer Loader		$38,000.00									
			Pickup Broom Attachment for Skid Steer		$4,000.00									
			Snow Plow Attachment for Skid Steer		$4,000.00									
			Forklift Attachment for Skid Steer		$1,000.00									
			Trailer, Platform 18'		$7,000.00									
			Standby/Emergency Generator		$50,000.00									
			Bus Shelters/Signage		$15,000.00									
*FY12/13 SOGR SUPPLEMENTAL FUNDING OF $28,530.00 NEEDED TO COMPLETE 28 PASSENGER BUS PURCHASE														
			CAPITAL TARGET	$378,530.00	$505,000.00	$538,000.00	$323,000.00	$524,000.00	$736,000.00	$637,000.00	$903,000.00	$817,000.00	$655,000.00	$402,000.00

4/19/2013

Long Range Financial Plan - Moderate Case Scenario

Consolidated Budget/ % based Per LAC Proposal Board Adopted 3/1/13/Reduction in LAC Progress thru Partnering Funding (2013 - 2015)

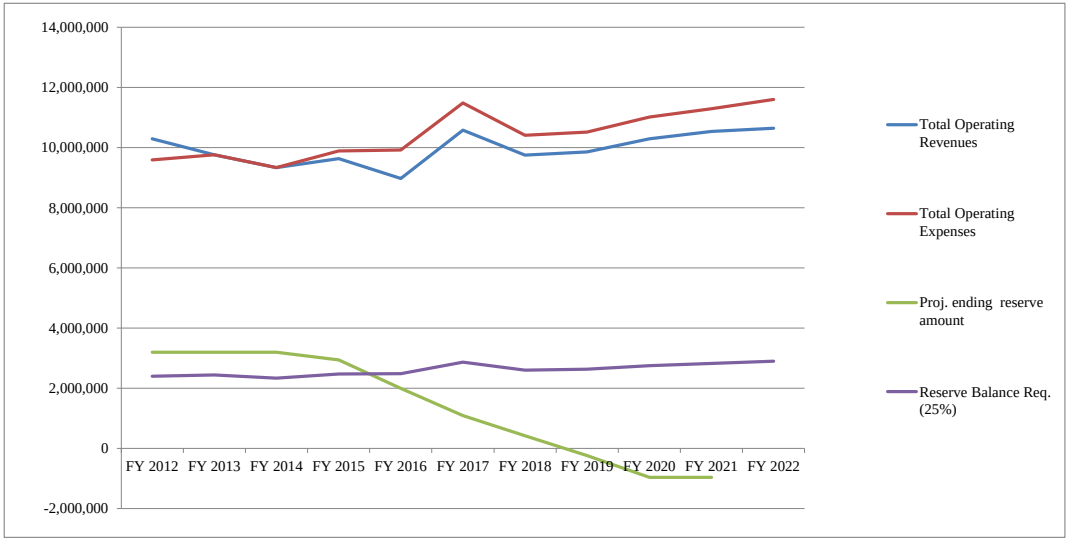
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Revenues	**Actual**	**Budget**	**Proposed**	**Projected**							
RTD GRT Revenue	7,128,176	7,013,800	6,720,765	6,922,388	7,130,060	7,343,961	7,564,280	7,791,209	8,024,945	8,265,693	8,513,664
Federal Capital Funds	609,541	569,000	96,000	912,900	418,400	1,783,320	700,800	557,600	722,400	701,600	524,000
Federal Funds 5311/5316	1,054,113	1,269,396	1,370,149	1,397,552	1,425,503	1,454,013	1,483,093	1,512,755	1,543,010	1,573,871	1,605,348
Federal Funds 5304			151,250								
Capitol Outlay (State/Fed)	866,856		170,000								
LA GRT	600,000	500,000	450,000	400,000							
Tribal Transit	4,749	43,434									
Miscellaneous	33,702	36,050	373,800								
Cash Balance Carry over for Capital		333,000									
Total Operating Revenues	10,297,137	9,764,680	9,331,964	9,632,840	8,973,963	10,581,294	9,748,174	9,861,564	10,290,355	10,541,164	10,643,012

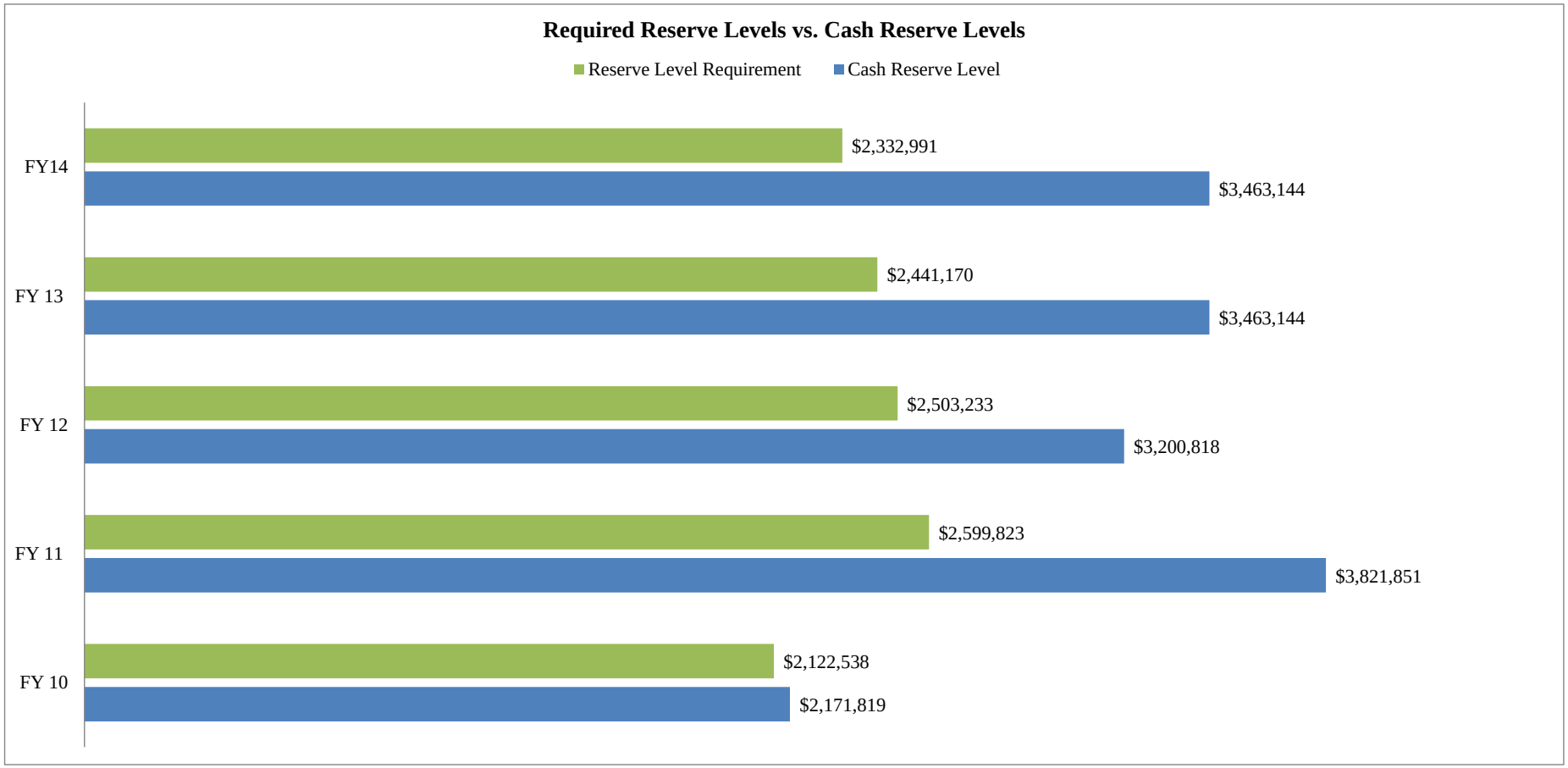
Operating Expenses	**Actual**	**Budget**	**Proposed**	**Projected**							
Administrative Costs	961,546	1,163,388	1,138,276	1,172,424	1,207,597	1,243,825	1,281,140	1,319,574	1,359,161	1,399,936	1,441,934
Operating & Maintenance Costs	2,287,592	2,880,686	3,091,814	3,184,568	3,280,105	3,378,509	3,479,864	3,584,260	3,691,788	3,802,541	3,916,617
NCRTD GRT Allocations % based	4,257,127	4,208,280	4,242,874	4,370,160	4,501,265	4,636,303	4,775,392	4,918,654	5,066,213	5,218,200	5,374,746
Capital Investment Plan	2,081,665	1,512,326	859,000	1,162,326	935,500	2,229,000	876,000	697,000	903,000	877,000	865,000
Total Operating Expenses	9,587,930	9,764,680	9,331,964	9,889,479	9,924,468	11,487,637	10,412,396	10,519,487	11,020,162	11,297,677	11,598,297

Net Operating Income	709,207	0	0	(256,639)	(950,505)	(906,342)	(664,222)	(657,924)	(729,807)	(756,513)	(955,286)
Reserve Balance Req. (25%)	2,396,983	2,441,170	2,332,991	2,472,370	2,481,117	2,871,909	2,603,099	2,629,872	2,755,041	2,824,419	2,899,574
over/under reserve balance	**803,836**	**759,648**	**867,827**	**728,448**	**463,062**	**(878,235)**	**(1,515,767)**	**(2,206,762)**	**(2,989,854)**	**(3,789,040)**	**(3,864,195)**
Proj. ending reserve amount	3,200,818	3,200,818	3,200,818	2,944,179	1,993,674	1,087,332	423,110	(234,814)	(964,621)	(964,621)	(964,621)

No Service increases

1. 3% inflator for Revenues - Federal escalates at 2% a year thereafter
2. O & M costs inflated at 3%
3. Contractual costs allocated based upon % formula proposed by LAC and adopted by Board on 3/3/13
4. Capital reflects RTD 10 year plan
5. Capital allocation solely for NCRTD




Required Reserve Levels vs. Cash Reserve Levels
Reserve Level Requirement
Cash Reserve Level
FY14
$2,332,991
$3,463,144
FY 13
$2,441,170
$3,463,144
FY 12
$2,503,233
$3,200,818
FY 11
$2,599,823
$3,821,851
FY 10
$2,122,538
$2,171,819

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 7, 2013
Agenda Item - C

Title:

Resolution 2013-11 Authorizing Multiple Route Modifications to Improve Sustainability and Regional Interconnectivity

Prepared By:

Stacey McGuire, Projects and Grants Specialist
Mike Kelly, Transit Operations and Maintenance Manager

Summary:

In the last several months, Staff has received and/or initiated review of various service requests and has evaluated and is suggesting modifications on multiple routes that run throughout the NCRTD transit district. These modifications are designed to improve overall transit service sustainability and regional interconnectivity. It acknowledges the service area needs for greater access to local transit, improved regional transit connectivity, and augmented access to essential services. The proposed recommendations also address the potential economic and operational impact to the NCRTD.

At the May 3, 2013 Board meeting, multiple route modifications were presented to the Board. At that time, the Board discussed and directed NCRTD Staff to continue the assessment and modification process and return to the June 7, 2013 Board meeting with final recommendations on multiple route modifications. In discussing the multiple proposed route modifications, two additional requests were made by Board members: assess the safety of proposed stop locations

and use in determining said locations, specifically the Velarde stop; and incorporate an early morning and later day routing option to Costilla.

The modifications address transit needs in a variety of service areas and along multiple NCRTD routes. The modifications include:

- Highway 14 corridor, Santa Fe Place Mall to Madrid- 599 Route
- Nambé Pueblo- Pojoaque Route
- Costilla community- Questa Route
- Velarde community- Taos Route
- Tesuque village- Tesuque Route
- Ohkay Owingeh Pueblo- Riverside Route
- Edgewood community- Edgewood Route

Background:

At the March and April 2013 Board meetings, several service modifications were requested by Board Members on behalf of their communities and residents. The Board asked Staff to consider resident input and area need, evaluate any possible changes and any corresponding economic impact, and make recommendations at the May Board meeting.

Staff met with representatives of the communities to discuss needs, potential routing options, and how transit expansion could impact the area. Potential route modifications were evaluated based upon community need, economic feasibility, and the effectiveness of the proposed service in relation to overall transit system interconnectivity. Staff believes that the service modifications that are proposed best utilize existing NCRTD resources while factoring in cost concerns and resident and community needs. Lastly, the analysis complies with Board adopted resolution No. 2009-13, since this report contains a needs assessment.

Staff is currently formalizing stop locations and routing in anticipation of beginning the easement agreement process. Staff is in communication with the stakeholders in each affected community as well as any government agencies that need to be notified. The implementation timeline is dependent upon Board approval and, ultimately, establishing communication with the landowners who are affected by the aforementioned route modifications so that the necessary agreements can be established.

Assessment:

Staff evaluated each service modification request, and assessed the economic and operational impact to the District. The cost allocation model was used to assess the cost for each proposed modification.

- **Highway 14 corridor, Santa Fe Place Mall to Madrid- 599 Route**
  By incorporating feedback from area employers, employees and residents, it became apparent that the current 599 Route schedule could be expanded to improve midday options for employees, essential service needs fulfillment for area residents, and improve tourism transit options to Santa Fe County. The proposed recommendation modifies the 599 Route to extend service north from the NM 599 Rail Station to Santa Fe Place Mall and south from Santa Fe Corrections to Madrid. The proposed route expansion will incorporate 1 additional morning trip, 1 midday trip and 2 evening trips to the existing schedule. Daily in-service route mileage will increase from approximately 46 miles a day to 135 miles a day.
- **Nambé Pueblo- Pojoaque Route**
  Currently, there is no transit service within the Pueblo. The Pojoaque Route currently has 5 trips, and the proposed recommendation would incorporate an approximately 3 mile loop through the center of the Nambé Pueblo into each trip. This daily extension of service on NP 101 into Nambé Pueblo will provide improved access to essential services and regional transit connections within the NCRTD service area and beyond. Running times are impacted slightly, but regional interconnectivity will be maintained.
- **Costilla community- Questa Route**
  Currently, there is no transit service within the area. Per the Board's request at the May 3, 2013 Board meeting discussion of route modifications, Staff incorporated an early morning trip and a later evening trip to accommodate individuals traveling for work. The current proposed service modification to the Questa Route utilizes a larger portion of transit resources than previously proposed and does increase anticipated approximate cost by roughly $24,078/ annually. This is approximately $5,158 higher annually than the modification proposed at the May 3, 2013 Board meeting. Staff feels confident that the NCRTD can absorb the increase. The proposed recommendation modifies the Questa Route to incorporate one early morning and one evening trip to Costilla. This service will allow residents to access essential services in Taos and beyond as well as provide improved access to employment. The anticipated increased schedule time (above currently allocated time) will be approximately 3.75 hours/week.
- **Velarde community- Taos Route**
  Currently, the Taos Route runs through Velarde. The proposed modification would incorporate a demand stop in Velarde. A demand stop is a bus stop that the bus will stop at ONLY if there is a person waiting at the stop to be picked up OR if a passenger

onboard requests to be dropped off at that location. This type of bus stop will minimally impact the schedule, and will fluidly incorporate into the routing.

- **Tesuque Village Market- Tesuque Route**
  Staff recommends creating a bus stop at the Tesuque Village Market. It will nominally impact the routing and schedule, and will provide improved transit service and access to essential services within the region.
- **Ohkay Owingeh Pueblo- Riverside Route**
  The proposed recommendation would extend the current Riverside Route to provide service 4 times daily to the Library within Ohkay Owingeh Pueblo. A morning trip, two midday trips, and one evening trip are proposed to be incorporated to facilitate better regional transit connectivity as well as provide area residents improved access to essential services in the area.
- **Edgewood community- Edgewood Route**
  Staff recommends the bus stop be relocated to the Edgewood Community Center from its current location at the Edgewood Senior Center. The proposed bus stop location is better lit and less remote. Relocating this bus stop to the Edgewood Community Center will decrease route running times and cost, and will address the safety concerns of its current location at the Edgewood Senior Center. The proposed bus stop relocation on the Edgewood Route will decrease daily route mileage by 2.7 miles roundtrip and decrease daily route time by 6 minutes roundtrip.

Recommended Action:

It is recommended that the Board discuss and consider approval of Resolution No. 2013-11.
Upon Board approval of the Resolution, Staff will begin the implementation of the route modifications which in some cases will necessitate easement agreements with affected property owners.

Options/Alternatives:

- Take no action, (not recommended) or
- Approve the Resolution, (recommended) or
- Amend the recommended route modifications on a per route basis and ask that Staff evaluate those modifications for fiscal and service level impacts and return to a future Board meeting with an assessment for further Board deliberation.

Fiscal Impact:

As a result of the Board's approval of the Las Trampas Route modifications, approximately $58,669 of cost savings occurred and is being reprogrammed for those route modifications contained in this resolution. This funding reallocation would nearly cover the route modifications proposed herein.

The Board approved Cost Allocation Methodology was used to evaluate estimated costs. For FY12 these costs are as follows: cost/mile- $.75; cost/hour- $30.21; cost/vehicle- $38,680.95.

Anticipated approximate additional or new annual costs of proposed modifications:

- Highway 14 corridor, Santa Fe Place Mall to Madrid- 599 Route: $27,171
- Nambé Pueblo- Pojoaque Route: $9,080
- Costilla community- Questa Route: $24,078 ($5,158 higher than previously proposed with Board request incorporated)
- Velarde community- Taos Route: $0
- Tesuque Pueblo- Tesuque Route: $407
- Ohkay Owingeh Pueblo- Riverside Route: $6,485
- Edgewood community- Edgewood Route: <$1,265> ***cost savings***

Anticipated approximate annual costs of all proposed modifications: $65,956.

The cost differential between the Las Trampas reallocated funds and the proposed modifications costs is approximately $7,287/year. Although the cost of the proposed modifications is slightly higher than the Las Trampas reallocation, Staff at the NCRTD is confident that they will be able to absorb the additional cost.

Attachments:

- Resolution No. 2013-11
- Highway 14 corridor, Santa Fe Place Mall to Madrid- 599 Route
- Nambé Pueblo- Pojoaque Route
- Costilla community- Questa Route
- Velarde community- Taos Route
- Tesuque village- Tesuque Route
- Ohkay Owingeh Pueblo- Riverside Route
- Edgewood community- Edgewood Route

North Central Regional Transit District (NCRTD)

Resolution 2013-11

A RESOLUTION AUTHORIZING THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT TO ADOPT MULTIPLE ROUTE MODIFICATIONS AS DISCUSSED AT THE MAY 3, 2013 BOARD MEETING

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004; and

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District; and

WHEREAS, the Board supports the transit needs of the communities of the NCRTD and the responsibility of the District to provide public transportation in a fiscally responsible manner; and

WHEREAS, the Board directed the District Staff at the May 3, 2013 Board meeting to modify multiple routes as described in the Board Agenda- Action Item. The routes modified are:

- 599- Highway 14 corridor, Santa Fe Place Mall to Madrid
- Pojoaque- Nambé Pueblo
- Questa- Costilla community
- Taos- Velarde community
- Tesuque- Tesuque village
- Riverside- Ohkay Owingeh Pueblo
- Edgewood- Town of Edgewood

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that the multiple route modifications as presented to the Board be adopted to continue serving our member communities in a sustainable fashion.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 7th DAY OF JUNE, 2013.

_____
Daniel Barrone, Chairman

Approved as to form:

_____
Peter Dwyer, Counsel

599 ROUTE EXTENSION OPTION

BLUE INDICATES EXISTING SERVICE
BLACK INDICATES RECOMMENDED SERVICE

SB	NM 599 RAIL	555	* RR ARR @ 0548 NB
11.5 mi	NATL GUARD	606	
	ONATE 93	608	
	ONATE HMLND	611	
	NM CORR ADM	617	
	NM CORR 6	626	
	NM CORR 5	627	
	SF DET	631	
SB	NM 599 RAIL	638	* RR ARR @ 0618 NB
11.5 mi	NATL GUARD	649	
	ONATE 93	651	
	ONATE HMLND	654	
	NM CORR ADM	659	
	NM CORR 6	708	
	NM CORR 5	709	
	SF DET	713	
SB	NM 599 RAIL	725	* RR ARR @ 0724 NB
11.5 mi	NATL GUARD	736	
	ONATE 93	738	
	ONATE HMLND	741	
	NM CORR ADM	746	
	NM CORR 6	755	
	NM CORR 5	756	
	SF DET	800	
NB	SF DET	810	
9 mi	WALMART	821	
	SF PL MALL	831	
SB	NM RAIL 599	850	*RR ARR @ 839 NB
2 mi	SF DET	854	
SPLIT	0854/1100		
SB	NM RAIL 599	1100	*RR ARR @ 1051 NB
16 mi	LONE BUTTE	1110	
	MADRID	1125	
NB	MADRID	1130	
	CERRILLOS	1136	
23 mi	LONE BUTTE	1145	
	SF DET	1152	
	OUTLET MALL	1157	
	WALMART	1201	
	SF PL MALL	1211	

SPLIT	1211/1550		
NB	NATL GUARD	1550	
11.5 mi	ONATE 93	1556	
	NM CORR ADM	1609	
	NM CORR 6	1614	
	NM CORR 5	1615	
	SF DET	1619	
	NM 599 RAIL	1623	*RR leaves @ 1639 SB
SB	SF PL MALL	1635	
23 mi	WALMART	1645	
	OUTLET MALL	1656	
	LONE BUTTE	1708	
	CERRILLOS	1717	
	MADRID	1723	
NB	MADRID	1725	
16 mi	LONE BUTTE	1740	
	SF DET	1745	
	NM 599 RAIL	1750	*RR LEAVES @ 1754 SB
	SF PL MALL	1805	

Pojoaque Route Bus Schedule

1-866-206-0754 / 505-629-4725

www.ridethebluebus.com

The NCRTD will not discriminate on the basis of race, color or national origin in the delivery of service.
To obtain more information on our nondiscrimination obligations or to file a Title VI complaint, contact us at:
NCRTD, Executive Director, 1327 Riverside Dr., Espanola, NM 87532

OUTBOUND

CR 109 & Silver Waters	White Sands Road & White Sands Street	Community Center on Pojoaque Rd	Desert Rose Cul-de-Sac	NP 101	Nambé Housing Authority	Bayay Poe Governor Office	CR 115 & Don Bernardo	Nambe Sacred Heart Church	Summer Rd & Kaa Tau Poe	Pojoaque Senior Center & Boys/Girls Club	Tewa Butterfly & Camino del Rincon	Pojoaque Council Chambers	Park and Ride Pojoaque by Cities of Gold Hotel	Pojoaque Super Market by mail boxes	Guiterrez Rd & Virrial Rd	Nambe Travel Center	E. Feather Catcher	Dos Romeros & Bronze Sky	Feather Road & Calle Abeyta	RV Park & Phillips 66 Gas Station	Park and Ride Pojoaque by Cities of Gold Hotel
7:00 am	7:02am	7:04am	7:05am	7:10am	7:12am	7:16am	7:25am	7:26am	7:28am	7:31am	7:34am	7:35am	7:36am	7:42am	7:45am	7:50 am	7:55am	8:00am	8:05am	8:10am	-----
9:25 am	----	-----	----	9:29 am	9:31 am	9:35 am	9:44 am	9:46 am	9:47 am	9:56 am	10:00 am	10:01 am	10:03 am	10:10 am	10:12 am	10:17 am	10:25 am	10:28 am	10:31am	10:35am	
2:00pm	2:02pm	2:04pm	2:05pm	2:10pm	2:12pm	216pm	2:25pm	2:26pm	2:28pm	2:31pm	2:34pm	2:35pm	2:36pm	2:42pm	2:45pm	2:50 pm	2:55pm	3:00pm	3:05pm	3:10pm	-----
4:19pm	-----	-----	-----	4:24pm	4:26pm	430pm	4:39pm	4:40pm	4:42pm	4:41pm	4:45pm	4:46pm	4:48pm	4:55pm	4:57pm	5:02 pm	5:10pm	5:13pm	5:16pm	5:20pm	5:26pm

INBOUND

RV Park & Phillips 66 Gas Station	Feather Road & Calle Abeyta	Dos Romeros & Bronze Sky	Nambe Travel Center	E. Feather Catcher	Guiterrez Rd & Viarrial Rd	Pojoaque Super Market by mail boxes	Park and Ride Pojoaque by Cities of Gold Hotel	Pojoaque Council Chambers	Tewa Butterfly & Camino del Rincon	Pojoaque Senior Center & Boys/Girls Club	Summer Rd & Kaa Tau Poe	Nambe Sacred Heart Church	CR 115 & Don Bernardo	NP 101	Nambé Housing Authority	Bayay Poe Governor Office	Desert Rose Cul-de-Sac	Community Center on Pojoaque Rd	White Sands Road & White Sands Street	CR 109 & Silver Waters
8:15am	8:19am	8:22am	8:23am	8:24am	8:30am	8:40am	8:47am	8:49am	8:50am	8:52am	8:56am	8:57am	9:00am	9:05am	9:07am	9:11am	9:19am	9:20am	9:22am	9:24am
3:10pm	3:14pm	3:17pm	3:18pm	3:20pm	3:33pm	3:35pm	3:40pm	3:44pm	3:45pm	3:49pm	3:52pm	3:55pm	3:57pm	4:00pm	4:02pm	4:06pm	4:14pm	4:15pm	4:17pm	4:19pm

DRIVER WILL STOP AT DESIGNATED STOPS ONLY

The NCRTD will not discriminate on the basis of race, color or national origin in the delivery of service. To obtain more information on our nondiscrimination obligations or to file a Title VI complaint, contact us at: NCRTD, Executive Director, 1327 Riverside Dr., Espanola, NM 87532

Costilla to Questa Bus Route Schedule

1-866-206-0754 / 505-747-3631

www.ridethebluebus.org

DRIVERS DO NOT STOP AT UNAUTHORIZED STOPS

OUTBOUND

Costilla	Cerro VFW Post	Questa Chevron Station
6:15 am	6:35 am	6:45 am

INBOUND

Questa Chevron Station	Cerro VFW Post	Costilla
6:15 pm Chevron Station to Costilla	6:20 pm	6:40pm

Taos to Espanola Bus Route Schedule

866-206-0754 / 505-747-3631

www.ridethebluebus.org

This route connects to the Santa Fe bus at 10:00 am in Espanola and connects to the Rail Runner at 1:07 pm

Esta ruta se conecta con el bus de Santa Fe a las 10:00 am en Espanola y se conecta con el Rail Runner a las 1:07 pm

DRIVERS DO NOT STOP AT UNAUTHORIZED STOPS

LOS CONTROLADORES NO SE DETIENEN EN PARADAS NO AUTORIZADAS

SAMPLE

OUTBOUND

Taos County Admin	Quesnel Street	ACT Building	Chile Line Stop #35 Paseo Sur & Canon West	Chevron Station	Ranchos de Taos Post Office	*Pilar Visitors Center*	Embudo Valley Medical Center	Dixon Post Office	Velarde	Ohkay Owingeh Resort So. Lot	Espanola Park & Ride	Northern College & CYFD Espanola
5:15a	-----	-----	-----	-----	5:22a	-----	5:45a	-----	5:55a	-----	6:10a NM PARK&RIDE SF/LA	-----
8:15a RTD UNM	-----	-----	-----	-----	8:25a RTD UNM	*8:40a*	8:50a	8:58a	9:13a	9:23a RTD SF	------	9:30a
4:30p	-----	4:34p	4:37p	-----	4:45p RTD UNM	*5:00p*	5:08p	5:15p	5:32p	5:42p	6:00p NM PARK&RIDE SF/LA	-----

INBOUND

Northern College & CYFD Espanola	Espanola Park & Ride	RTD Building	Ohkay Owingeh Resort So. Lot	Velarde	Dixon Post Office	Embudo Valley Medical Center	Pilar Visitors Center	Ranchos de Taos Post Office	Chevron Station	Chile Line Stop #35 Paseo Sur & Canon West	ACT Building	Quesnel Street	Taos County Admin
-----	6:15a NM PARK&RIDE SF/LA	6:20 am	7:00a RTD R	7:10a	-----	7:23a	7:33a	7:45a	7:50a	-----	7:53a	7:58a	8:15a RTD E
9:30a	-----		10:00a RTD SF	10:10a	10:26a	10:34a	10:44a	11:00a	-----	-----	11:05a		11:10a
-----	6:00p NM PARK&RIDE SF/LA	6:05 pm	6:10p	6:20p	6:33p	6:43p	6:53p	7:05p	-----	-----	-----	-----	7:20p

NM PARK&RIDE Connects to NM Park and Ride RTD Connects to North Central Regional Transit District -

E=Espanola SF=Santa Fe - LA=Los Alamos UNM=Klauer Campus

Due to road conditions, especially during the winter, drivers may be up to 10 minutes later than times published above.

The NCRTD will not discriminate on the basis of race, color or national origin in the delivery of service.
To obtain more information on our nondiscrimination obligations or to file a Title VI complaint, contact us at:
NCRTD, Executive Director, 1327 Riverside Dr., Espanola, NM 87532

Tesuque Route Bus Schedule

1-866-206-0754 / 505-747-3631

www.ridethebluebus.org

OUTBOUND

Espanola Park and Ride	Tesuque Headstart	Tesuque Old Senior Center	Residential Loop TP 806	Intersection TP 804/805	Pojoaque Park and Ride behind Cities of Gold Hotel	IGC Building	Camel Rock Casino	Tesuque Market	Tesuque Trailer Village	Flea Market (Fridays only)	Sheridan Street	Indian Health Center/School	So. Capital Rail Runner Station
-----	8:00 am	8:03 am	8:05 am	8:09 am	-----	8:15 am	8:23 am	8:32 am	8:34 am	8:38a	8:46 am	9:00 am	-----
-----	10:00 am	10:03 am	10:05 am	10:09 am	-----	10:15 am	10:23 am	10:32 am	10:34 am	10:38a	10:44 am	11:00 am	-----
	2:00 pm	2:03 pm	2:05 pm	2:09 pm	-----	2:15 pm	2:23 pm	2:32 pm	2:34 pm	2:38p	2:44 pm	3:00 pm	-----
	4:00 pm	4:03 pm	4:05 pm	4:09 pm	-----	4:15 pm	4:23 pm	4:32 pm	4:34 pm	4:38p	4:44 pm	5:00 pm	5:06 pm

INBOUND

So. Capital Rail Runner Station	Indian Health Center/School	Sheridan Street	Flea Market (Fridays only)	Tesuque market	Tesuque Trailer Village	Camel Rock Casino	IGC Building	Pojoaque Park and Ride behind Cities of Gold Hotel	Intersection TP 804/805	Residential Loop TP 806	Tesuque Old Senior Center	Tesuque Headstart	Espanola Park and Ride
-----	9:00 am	9:16 am	9:26 am	9:30 am	9:33a	9:37 am	9:45 am	-----	9:51 am	9:55 am	9:57 am	10:00 am	-----
-----	11:00 am	11:16 am	11:26 am	11:30 am	11:33a	11:37 am	11:45 am	-----	11:51 am	11:55 am	11:57 am	12:00 pm	-----
-----	3:00 pm	3:16 pm	3:26 pm	3:30 pm	3:33a	3:37 pm	3:45 pm	-----	3:51 pm	3:55 pm	3:57 pm	4:00 pm	-----
5:06 pm	-----	5:15 pm	5:26 pm	5:30 pm	5:33a	5:37 pm	-----	5:50 pm	-----	-----	-----	-----	6:00 pm

Connects with North Central Regional Transit District Connects with NM Rail Runner / Connects with Santa Fe Trails

SAMPLE

RIVERSIDE 2 with OHKAY OWINGEH (3 trips)

Daily Tally Sheet for Riverside Drive Route Bus #2 Date:_____ Unit #_____

Start Miles:_____ End Miles:_____ Start Time:_____ End Time:_____

Driver AM:_____ Driver PM:_____

	Ohkay Owingeh	Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure	Library	Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly	7:25a	7:30a	7:34a	7:37a	7:39a	7:42a	7:45a	7:47a	7:50a	7:52a	7:55a
Handicapped											
JARC											
Other											

		Old Community	Boom a Rang	Dreamcatcher	[redacted]	Trip
Departure		Bank	Store	Theater		Total
Elderly		7:57a	7:58a	8:00a		
Handicapped						
JARC						
Other						

		Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure		Theater	Spa	Station	Shell	Oven		Factory			Restaurant
Elderly		8:00a	8:02a	8:04a	8:05a	8:07a	8:11a	8:15a	8:18a	8:21a	8:22a
Handicapped											
JARC											
Other											

		Auto	Dairy	Fairview	Old	Ohkay Owingeh	[redacted]	Trip
Departure		Zone	Queen	Post Office	Snowbird	Casino Lot		Total
Elderly		8:23a	8:26a	8:28a	8:29a	8:30a		
Handicapped								
JARC								
Other								

		Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure		Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly		8:30a	8:34a	8:37a	8:39a	8:42a	8:42a	8:47a	8:50a	8:52a	8:55a
Handicapped											
JARC											
Other											

		Old Community	Boom a Rang	Dreamcatcher	[redacted]	Trip
Departure		Bank	Store	Theater		Total
Elderly		8:57a	8:58a	9:00a		
Handicapped						
JARC						
Other						

		Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure		Theater	Spa	Station	Shell	Oven		Factory			Restaurant

Elderly		9:00a	9:02a	9:04a	9:05a	9:07a	9:11a	9:15a	9:18a	9:21a	9:22a
Handicapped											
JARC											
Other											

		Auto	Dairy	Fairview	Old	Ohkay Owingeh		Trip
Departure		Zone	Queen	Post Office	Snowbird	Casino Lot		Total
Elderly		9:23a	9:26a	9:28a	9:29a	9:30a		
Handicapped								
JARC								
Other								

		Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure		Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly		9:30a	9:34a	9:37a	9:39a	9:42a	9:45a	9:47a	9:50a	9:52a	9:55a
Handicapped											
JARC											
Other											

		Old Community	Boom a Rang	Dreamcatcher		Trip
Departure		Bank	Store	Theater		Total
Elderly		9:57a	9:58a	10:00a		
Handicapped						
JARC						
Other						

		Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure		Theater	Spa	Station	Shell	Oven		Factory			Restaurant
Elderly		10:00a	10:02a	10:04a	10:05a	10:07a	10:11a	10:15a	10:18a	10:21a	10:22a
Handicapped											
JARC											
Other											

		Auto	Dairy	Fairview	Old	Ohkay Owingeh	[redacted]	Trip
Departure		Zone	Queen	Post Office	Snowbird	Casino Lot		Total
Elderly		10:23a	10:26a	10:28a	10:29a	10:30a		
Handicapped								
JARC								
Other								

		Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure		Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly		10:30a	10:34a	10:37a	10:39a	10:42a	10:45a	10:47a	10:50a	10:52a	10:55a
Handicapped											
JARC											
Other											

		Old Community	Boom a Rang	Dreamcatcher	[redacted]	Trip
Departure		Bank	Store	Theater		Total
Elderly		10:57a	10:58a	11:00a		
Handicapped						
JARC						
Other						

		Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure		Theater	Spa	Station	Shell	Oven		Factory			Restaurant
Elderly		11:00a	11:02a	11:04a	11:05a	11:07a	11:11a	11:15a	11:18a	11:21a	11:22a
Handicapped											
JARC											
Other											

		Auto	Dairy	Fairview	Old	Ohkay Owingeh	Ohkay Owingeh	Trip
Departure		Zone	Queen	Post Office	Snowbird	Casino Lot	Library	Total
Elderly		11:23a	11:26a	11:28a	11:29a	11:30a	11:35a	
Handicapped								
JARC								
Other								

	Ohkay Owingeh	Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure	Library	Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly	2:25p	2:30p	2:34p	2:37p	2:39p	2:42p	2:45p	2:47p	2:50p	2:52p	2:55p
Handicapped											
JARC											
Other											

		Old Community	Boom a Rang	Dreamcatcher	[redacted]	Trip
Departure		Bank	Store	Theater		Total
Elderly		2:57p	2:58p	3:00p		
Handicapped						
JARC						
Other						

		Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure		Theater	Spa	Station	Shell	Oven		Factory			Restaurant
Elderly		3:00p	3:02p	3:04p	3:05p	3:07p	3:11p	3:15p	3:18p	3.:21p	3:22p
Handicapped											
JARC											
Other											

		Auto	Dairy	Fairview	Old	Ohkay Owingeh	[redacted]	Trip
Departure		Zone	Queen	Post Office	Snowbird	Casino Lot		Total
Elderly		3:23p	3:26p	3:28p	3:29p	3:30p		
Handicapped								
JARC								
Other								

		Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure		Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly		3:30p	3:34p	3:37p	3:39p	3:42p	3:45p	3:47p	3:50p	3:52p	3:55p
Handicapped											
JARC											
Other											

		Old Community	Boom a Rang	Dreamcatcher	[redacted]	Trip
Departure		Bank	Store	Theater		Total
Elderly		3:57p	3:58p	4:00p		
Handicapped						
JARC						
Other						

		Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure		Theater	Spa	Station	Shell	Oven		Factory			Restaurant
Elderly		4:00p	4:02p	4:04p	4:06p	4:07p	4:11p	4:15p	4:18p	4:21p	4:22p
Handicapped											
JARC											
Other											

		Auto	Dairy	Fairview	Old	Ohkay Owingeh	[redacted]	Trip
Departure		Zone	Queen	Post Office	Snowbird	Casino Lot		Total
Elderly		4:23p	4:26p	4:28p	4:29p	4:30p		
Handicapped								
JARC								
Other								

		Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure		Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly		4:30p	4:34p	4:37p	4:39p	4:42p	4:45p	4:47p	4:50p	4:52p	4:55p
Handicapped											
JARC											
Other											

		Old Community	Boom a Rang	Dreamcatcher		Trip
Departure		Bank	Store	Theater		Total
Elderly		4:57p	4:58p	5:00p		
Handicapped						
JARC						
Other						

		Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure		Theater	Spa	Station	Shell	Oven		Factory			Restaurant
Elderly		5:00p	5:02p	5:04p	5:05p	5:07p	5:11p	5:15p	5:18p	5:21p	5:22p
Handicapped											
JARC											
Other											

		Auto	Dairy	Fairview	Old	Ohkay Owingeh		Trip
Departure		Zone	Queen	Post Office	Snowbird	Casino Lot		Total
Elderly		5:23p	5:26p	5:28p	5:29p	5:30p		
Handicapped								
JARC								
Other								

		Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure		Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly		5:30p	5:34p	5:37p	5:39p	5:42p	5:45p	5:47p	5:50p	5:52p	5:55p
Handicapped											
JARC											
Other											

		Old Community	Boom a Rang	Dreamcatcher		Trip
Departure		Bank	Store	Theater		Total
Elderly		5:57p	5:58p	6:00p		
Handicapped						
JARC						
Other						

TOTAL DAILY RIDERSHIP	
Elderly	
Handicapped	
JARC	
Other	

TOTAL DAILY RIDERSHIP MEANS TOTAL RIDERS FOR THE DAY, NOT FOR AM OR PM TOTAL FOR ALL SHIFTS

RIVERSIDE 1 with OHKAY OWINGEH (one trip)

Daily Tally Sheet for Riverside Drive Route Bus #1 Date:_____ Unit #_____

Start Miles:_____ End Miles:_____ Start Time:_____ End Time:_____

Driver AM:_____ Driver PM:_____

	Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure	Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly	6:00a	6:04a	6:07a	6:09a	6:12a	6:15a	6:17a	6:20a	6:22a	6:25a
Handicapped										
JARC										
Other										

	Old Community	Boom a Rang	Dreamcatcher	[redacted]	Trip
Departure	Bank	Store	Theater		Total
Elderly	6:27a	6:28a	6:30a		
Handicapped					
JARC					
Other					

	Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure	Theater	Spa	Station	Shell	Oven		Factory			Restaurant
Elderly	6:30a	6:32a	6:34a	6:35a	6:37a	6:41a	6:45a	6:48a	6:51a	6:52a
Handicapped										
JARC										
Other										

	Auto	Dairy	Fairview	Old	Ohkay Owingeh	[redacted]	Trip
Departure	Zone	Queen	Post Office	Snowbird	Casino Lot		Total
Elderly	6:53a	6:56a	6:58a	6:59a	7:00a		
Handicapped							
JARC							
Other							

	Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure	Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly	7:00a	7:04a	7:07a	7:09a	7:12a	7:15a	7:17a	7:20a	7:22a	7:25a
Handicapped										
JARC										
Other										

	Old Community	Boom a Rang	Dreamcatcher	[redacted]	Trip
Departure	Bank	Store	Theater		Total
Elderly	7:27a	7:28a	7:30a		
Handicapped					
JARC					
Other					

	Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure	Theater	Spa	Station	Shell	Oven		Factory			Restaurant
Elderly	7:30a	7:32a	7:34a	7:35a	7:37a	7:41a	7:45a	7:48a	7:51a	7:52a
Handicapped										
JARC										
Other										

	Auto	Dairy	Fairview	Old	Ohkay Owingeh	[redacted]	Trip
Departure	Zone	Queen	Post Office	Snowbird	Casino Lot		Total
Elderly	7:53a	7:56a	7:58a	7:59a	8:00a		
Handicapped							
JARC							
Other							

	Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure	Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly	8:00a	8:04a	8:07a	8:09a	8:12a	8:15a	8:17a	8:20a	8:22a	8:25a
Handicapped										
JARC										
Other										

	Old Community	Boom a Rang	Dreamcatcher	[redacted]	Trip
Departure	Bank	Store	Theater		Total
Elderly	8:27a	8:28a	8:30a		
Handicapped					
JARC					
Other					

	Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure	Theater	Spa	Station	Shell	Oven		Factory			Restaurant
Elderly	8:30a	8:32a	8:34a	8:35a	8:37a	8:41a	8:45a	8:48a	8:51a	8:52a
Handicapped										
JARC										
Other										

	Auto	Dairy	Fairview	Old	Ohkay Owingeh	[redacted]	Trip
Departure	Zone	Queen	Post Office	Snowbird	Casino Lot		Total

Elderly	8:53a	8:56a	8:58a	8:59a	9:00a	[redacted]	
Handicapped							
JARC							
Other							

	Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure	Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly	9:00a	9:04a	9:07a	9:09a	9:12a	9:15a	9:17a	9:20a	9:22a	9:25a
Handicapped										
JARC										
Other										

	Old Community	Boom a Rang	Dreamcatcher	[redacted]	Trip
Departure	Bank	Store	Theater		Total
Elderly	9:27a	9:28a	9:30a		
Handicapped					
JARC					
Other					

	Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure	Theater	Spa	Station	Shell	Oven		Factory			Restaurant
Elderly	9:30a	9:32a	9:34a	9:35a	9:37a	9:41a	9:45a	9:48a	9:51a	9:52a
Handicapped										
JARC										
Other										

	Auto	Dairy	Fairview	Old	Ohkay Owingeh	[redacted]	Trip
Departure	Zone	Queen	Post Office	Snowbird	Casino Lot		Total
Elderly	9:53a	9:56a	9:58a	9:59a	10:00a		
Handicapped							
JARC							
Other							

	Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure	Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly	10:00a	10:04a	10:07a	10:09a	10:12a	10:15a	10:17a	10:20a	10:22a	10:25a
Handicapped										
JARC										
Other										

	Old Community	Boom a Rang	Dreamcatcher	[redacted]	Trip
Departure	Bank	Store	Theater		Total
Elderly	10:27a	10:28a	10:30a		
Handicapped					
JARC					

Other					

	Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure	Theater	Spa	Station	Shell	Oven		Factory			Restaurant
Elderly	10:30a	10:32a	10:34a	10:35a	10:37a	10:41a	10:45a	10:48a	10:51a	10:52a
Handicapped										
JARC										
Other										

	Auto	Dairy	Fairview	Old	Ohkay Owingeh		Trip
Departure	Zone	Queen	Post Office	Snowbird	Casino Lot		Total
Elderly	10:53a	10:56a	10:58a	10:59a	11:00a		
Handicapped							
JARC							
Other							

	Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure	Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly	11:00a	11:04a	11:07a	11:09a	11:12a	11:15a	11:17a	11:20a	11:22a	11:25a
Handicapped										
JARC										
Other										

	Old Community	Boom a Rang	Dreamcatcher		Trip
Departure	Bank	Store	Theater		Total
Elderly	11:27a	11:28a	11:30a		
Handicapped					
JARC					
Other					

	Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure	Theater	Spa	Station	Shell	Oven		Factory			Restaurant
Elderly	11:30a	11:32a	11:34a	11:35a	11:37a	11:41a	11:45a	11:48a	11:51a	11:52a
Handicapped										
JARC										
Other										

	Auto	Dairy	Fairview	Old	Ohkay Owingeh		Trip
Departure	Zone	Queen	Post Office	Snowbird	Casino Lot		Total
Elderly	11:53a	11:56a	11:58a	11:59a	12:00p		
Handicapped							
JARC							
Other							

	Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure	Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly	12:00p	12:04p	12:07p	12:09p	12:12p	12:15p	12:17p	12:20p	12:22p	12:25p
Handicapped										
JARC										
Other										

	Old Community	Boom a Rang	Dreamcatcher	[redacted]	Trip
Departure	Bank	Store	Theater		Total
Elderly	12:27p	12:28p	12:30p		
Handicapped					
JARC					
Other					

	Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure	Theater	Spa	Station	Shell	Oven		Factory			Restaurant
Elderly	12:30p	12:32p	12:34p	12:35p	12:37p	12:41p	12:45p	12:48p	12:51p	12:52p
Handicapped										
JARC										
Other										

	Auto	Dairy	Fairview	Old	Ohkay Owingeh	[redacted]	Trip
Departure	Zone	Queen	Post Office	Snowbird	Casino Lot		Total
Elderly	12:53p	12:56p	12:58p	12:59p	1:00p		
Handicapped							
JARC							
Other							

	Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure	Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly	1:00p	1:04p	1:07p	1:09p	1:12p	1:15p	1:17p	1:20p	1:22p	1:25p
Handicapped										
JARC										
Other										

	Old Community	Boom a Rang	Dreamcatcher	[redacted]	Trip
Departure	Bank	Store	Theater		Total
Elderly	1:27p	1:28p	1:30p		
Handicapped					
JARC					
Other					

	Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure	Theater	Spa	Station	Shell	Oven		Factory			Restaurant

Elderly	1:30p	1:32p	1:34p	1:35p	1:37p	1:41p	1:45p	1:48p	1:51p	1:52p
Handicapped										
JARC										
Other										

	Auto	Dairy	Fairview	Old	Ohkay Owingeh		Trip
Departure	Zone	Queen	Post Office	Snowbird	Casino Lot		Total
Elderly	1:53p	1:56p	1:58p	1:59p	2:00p		
Handicapped							
JARC							
Other							

	Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure	Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly	2:00p	2:04p	2:07p	2:09p	2:12p	2:15p	2:17p	2:20p	2:22p	2:25p
Handicapped										
JARC										
Other										

	Old Community	Boom a Rang	Dreamcatcher		Trip
Departure	Bank	Store	Theater		Total
Elderly	2:27p	2:28p	2:30p		
Handicapped					
JARC					
Other					

	Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure	Theater	Spa	Station	Shell	Oven		Factory			Restaurant
Elderly	2:30p	2:32p	2:34p	2:35p	2:37p	2:41p	2:45p	2:48p	2:51p	2:52p
Handicapped										
JARC										
Other										

	Auto	Dairy	Fairview	Old	Ohkay Owingeh		Trip
Departure	Zone	Queen	Post Office	Snowbird	Casino Lot		Total
Elderly	2:53p	2:56p	2:58p	2:59p	3:00p		
Handicapped							
JARC							
Other							

	Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure	Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly	3:00p	3:04p	3:07p	3:09p	3:12p	3:15p	3:17p	3:20p	3:22p	3:25p

Handicapped										
JARC										
Other										

	Old Community	Boom a Rang	Dreamcatcher	[redacted]	Trip
Departure	Bank	Store	Theater		Total
Elderly	3:27p	3:28p	3:30p		
Handicapped					
JARC					
Other					

	Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure	Theater	Spa	Station	Shell	Oven		Factory			Restaurant
Elderly	3:30p	3:32p	3:34p	3:35p	3:37p	3:41p	3:45p	3:48p	3:51p	3:52p
Handicapped										
JARC										
Other										

	Auto	Dairy	Fairview	Old	Ohkay Owingeh	[redacted]	Trip
Departure	Zone	Queen	Post Office	Snowbird	Casino Lot		Total
Elderly	3:53p	3:56p	3:58p	3:59p	4:00p		
Handicapped							
JARC							
Other							

	Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure	Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly	4:00p	4:04p	4:07p	4:09p	4:12p	4:15p	4:17p	4:20p	4:22p	4:25p
Handicapped										
JARC										
Other										

	Old Community	Boom a Rang	Dreamcatcher	[redacted]	Trip
Departure	Bank	Store	Theater		Total
Elderly	4:27p	4:28p	4:30p		
Handicapped					
JARC					
Other					

	Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure	Theater	Spa	Station	Shell	Oven		Factory			Restaurant
Elderly	4:30p	4:32p	4:34p	4:35p	4:37p	4:41p	4:45p	4:48p	4:51p	4:52p
Handicapped										
JARC										
Other										

	Auto	Dairy	Fairview	Old	Ohkay Owingeh		Trip
Departure	Zone	Queen	Post Office	Snowbird	Casino Lot		Total
Elderly	4:53p	4:56p	4:58p	4:59p	5:00p		
Handicapped							
JARC							
Other							

	Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure	Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly	5:00p	5:04p	5:07p	5:09p	5:12p	5:15p	5:17p	5:20p	5:22p	5:25p
Handicapped										
JARC										
Other										

	Old Community	Boom a Rang	Dreamcatcher		Trip
Departure	Bank	Store	Theater		Total
Elderly	5:27p	5:28p	5:30p		
Handicapped					
JARC					
Other					

	Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure	Theater	Spa	Station	Shell	Oven		Factory			Restaurant
Elderly	5:30p	5:32p	5:34p	5:35p	5:37p	5:41p	5:45p	5:48p	5:51p	5:52p
Handicapped										
JARC										
Other										

	Auto	Dairy	Fairview	Old	Ohkay Owingeh	Ohkay Owingeh	Trip
Departure	Zone	Queen	Post Office	Snowbird	Casino Lot	Library	Total
Elderly	5:53p	5:56p	5:58p	5:59p	6:00p	6:05p	
Handicapped							
JARC							
Other							

	Ohkay Owingeh	Hindi's	Party	Lowe's	Clayton	H&R	Habitat	Aaron's	Century	Park &
Departure	Casino Lot	Shell	Creations	Chili's	Homes	Block	Humanity	Rental	Bank	Ride
Elderly	6:10p	6:14p	6:17p	6:19p	6:22p	6:25p	6:27p	6:30p	6:32p	6:35p
Handicapped										
JARC										
Other										

Old Community	Boom a Rang	Dreamcatcher		Trip

Departure	Bank	Store	Theater	[redacted]	Total
Elderly	6:37p	6:38p	6:40p		
Handicapped					
JARC					
Other					

	Dreamcatcher	Day	Mustang Gas	San Pedro	Lov-n-	Allsup's	Tire	Arby's	Walgreen's	Mariscos
Departure	Theater	Spa	Station	Shell	Oven		Factory			Restaurant
Elderly	6:40p	6:42p	6:44p	6:45p	6:47p	6:51p	6:55p	6:58p	7:01p	7:02p
Handicapped										
JARC										
Other										

	Auto	Dairy	Fairview	Old	Ohkay Owingeh	[redacted]	Trip
Departure	Zone	Queen	Post Office	Snowbird	Casino Lot		Total
Elderly	7:03p	7:06p	7:08p	7:09p	7:10p		
Handicapped							
JARC							
Other							

TOTAL DAILY RIDERSHIP	
Elderly	
Handicapped	
JARC	
Other	

TOTAL DAILY RIDERSHIP MEANS TOTAL RIDERS FOR THE DAY, NOT FOR AM OR PM TOTAL FOR ALL SHIFTS

Edgewood to Santa Fe

1-866-206-0754 – 505-629-4725

www.ridethebluebus.com

DRIVERS DO NOT STOP AT UNAUTHORIZED STOPS

Morning Schedule

Edgewood Community Center	Moriarty Park & Ride Lot Moriarty Business Park	Stanley North of Post Office	Galisteo NM 41 County Road 42	St Vincent Hospital	PERA Building	South Capital Rail Runner Station	Anaya Building Cerrillos Road	NMED District 2 Camino Edward Ortiz	State Penitentiary Admin Office	Santa Fe County Detention Center
5:58 am	6:10 am	6:21 am	6:40 am	7:03 am	7:10 am	7:15 am	7:25 am	7:30 am	7:45	7:50 am

Afternoon Schedule

Santa Fe County Detention Center	State Penitentiary Admin Office	NMED District 2 Camino Edward Ortiz	Anaya Building Cerrillos Road	South Capital Rail Runner Station	PERA Building	St Vincent Hospital	Galisteo NM 41 County Road 42	Stanley North of Post Office	Moriarty Park & Ride Lot Moriarty Business Par	Edgewood Community Center
4:30 pm	4:35 pm	4:45 pm	4:50 pm	5:05 pm	5:15 pm	5:25 pm	5:50 pm	6:15 pm	6:25 pm	6:37 pm

The NCRTD will not discriminate on the basis of race, color or national origin in the delivery of service.
To obtain more information on our nondiscrimination obligations or to file a Title VI complaint, contact us at:
NCRTD, Executive Director, 1327 Riverside Dr., Espanola, NM 87532

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 7, 2013
Agenda Item - D

Title: Resolution 2013-12 Authorizing the submittal of applications for Federal funding for §5310 and §5311 in Federal fiscal year 2015

Prepared By: Stacey McGuire, Projects and Grants Specialist

Summary: Approval for NCRTD Staff to submit letter of intent to NMDOT to file an application for two Federal grants for Federal fiscal year 2015.

Background: The NCRTD files for Federal grants that pass through NMDOT each year. The §5310 grant is for qualifying elderly and ADA entities to purchase vehicles for their transportation division. The §5311 grant supplies funding for administrative, operating, and capital for qualifying rural recipients. The NCRTD will apply in behalf of its members upon request from the member entity.

The letter of intent is due to NMDOT by July 5, 2013, and must be filed in order to receive an application packet which will be due somewhere around August 2013.

Recommended Action: It is recommended that the Board approve Resolution No. 2013- 12, which authorizes Staff to file a letter of intent with NMDOT so that appropriate applications can be filed in August 2013.

Options/Alternatives: Not filing a letter of intent with NMDOT and subsequently applying for Federal funding in Federal fiscal year 2015 could substantially impact the budget by approximately two million dollars, plus capital awards.

Fiscal Impact: The grant funds are necessary to the NCRTD's annual budget to sustain existing routes.

Attachments:

- Resolution 2013-12
- Notice to Interested Parties from NMDOT
- Draft Letter to NMDOT

North Central Regional Transit District (NCRTD)

Resolution 2013-12

A RESOLUTION AUTHORIZING THE SUBMITTAL OF A LETTER OF INTENT FOR §5310 AND §5311 FEDERAL FUNDING FOR FEDERAL FISCAL YEAR 2015

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004;

WHEREAS, the NCRTD wishes to submit a letter of intent to NMDOT in order to file applications for §5310 and §5311 grant funding for the 2015 Federal fiscal year; and

WHEREAS, the funding may be used for administrative, operating, and capital funding assistance for rural public transportation (§5311) and capital for qualifying elderly and ADA entities (§5310); and

WHEREAS, the letter of intent is due to the Department of Transportation by July 5, 2013;

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that the District will be filing an application for two Federal grants: §5310 and §5311.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 7th DAY OF June, 2013.

_____

Daniel Barrone, Chairman

Approved as to form:

_____

Peter Dwyer, Counsel

New Mexico DEPARTMENT OF TRANSPORTATION

MAY 17, 2013

NOTICE TO INTERESTED PARTIES
FY 2015 FINANCIAL ASSISTANCE FOR
RURAL/NON-URBANIZED PUBLIC TRANSPORTATION
49 USC SECTION 5311
AND
ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES
49 USC SECTION 5310

The New Mexico State Department of Transportation's Transit and Rail Division is accepting Letters of Intent from organizations interested in applying for Federal Transit Administration (FTA) Section 5310 Program (Enhanced Mobility of Seniors and Individuals with Disabilities) which provides capital grants to assist private non-profit organizations and, under certain conditions, public agencies, to provide safe, efficient, and coordinated transportation services for elderly individuals and individuals with disabilities for whom public transportation is otherwise unavailable, insufficient, or inappropriate, and organizations interested in applying for FTA Section 5311 Program (Rural/Non-Urbanized Public Transportation) which provides administrative, operating, and capital funding assistance for rural public transportation.

Descriptions of these grant programs, as well as others, is available at the FTA website: http://www.fta.dot.gov/grants/13093.html

THIS NOTICE APPLIES TO FUNDING FOR THE 2015 FEDERAL FISCAL YEAR FOR SECTIONS 5310 and 5311 PROGRAMS
BEGINNING OCTOBER 1, 2014 THROUGH SEPTEMBER 30, 2015

Interested parties wishing to apply for assistance under SECTIONS 5310 and 5311 **MUST return a Letter of Intent** postmarked no later than Friday, **July 5, 2013** to:

New Mexico Department of Transportation
Transit and Rail Division
c/o FY 2015 LOI – Marcy Eppler
P.O. Box 1149
Santa Fe, New Mexico 87504-1149

Letters of Intent **must** include:

1. Organization Name, Address, and Telephone Number.
2. Name, phone number and e-mail address of contact person.
3. Specify which application package(s) you are requesting (Sections 5310 and 5311)

For further information on these programs,
please contact Marcy Eppler at (505)827-5435

Susana Martinez
Governor

Tom Church
Cabinet Secretary, Designate

Commissioners

Pete K. Rahn
Chairman
District 3

Ronald Schmeits
Vice Chairman
District 4

Dr. Kenneth White
Secretary
District 1

Robert R. Wallach
Commissioner
District 2

Butch Mathews
Commissioner
District 5

Jackson Gibson
Commissioner
District 6

June 7, 2013

New Mexico Department of Transportation
Transit and Rail Division
C/0 FY 2015 LOI- Marcy Eppler
PO Box 1149
Santa Fe, NM 87504-1149

Ms. Eppler-

Please consider this the North Central Regional Transit District's letter of intent to apply for Federal Funding for FFY2015. We will be applying for funding under §5310 and §5311.

Please send any related information to:

North Central Regional Transit District
Anthony Mortillaro, Executive Director
1327 North Riverside Drive
Española, NM 87532

Contact person:
Stacey McGuire
505.629.4704 office
staceym@ncrtd.org

Sincerely,

Anthony Mortillaro
Executive Director

Daniel Barrone
Chair

Anthony J. Mortillaro
Executive Director

Governmental
Board of Directors

City of Española

City of Santa Fe

Town of Edgewood

County of Rio Arriba

County of Santa Fe

County of Los Alamos

County of Taos

Nambe` Pueblo

Ohkay Owingeh Pueblo

Santa Clara Pueblo

Pueblo of Pojoaque

Pueblo of Tesuque

Pueblo de San Ildefonso

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 7, 2013
Agenda Item - E

Title: Resolution 2013-13 Authorizing the NCRTD Staff to apply for federal funding through the TIGER 5 grant program for a Maintenance Facility, Wash Bay, and Fueling Station

Prepared By: Stacey McGuire, Projects and Grants Specialist

Summary: NCRTD Staff is seeking Board approval to apply for TIGER 5 grant funding for a Maintenance Facility, Wash Bay, and Fueling Station.

Background: The NCRTD was awarded a 5304 planning grant for $31,250 in November 2010. This grant required the District to provide a match of $31,250 to fund the design of a Transit Maintenance Facility including an environmental impact study and report totaling $62,500. A Request for Qualifications was issued by the NCRTD on May 3, 2013 for conceptual design and architectural engineering for a Maintenance Facility Complex. Statements of Qualifications are due to the NCRTD by May 22, 2013. The anticipated award date is July 12, 2013.

This proposed project consists of complete architectural and engineering services for facility programming, planning, site evaluation (including FTA required environmental documentation), and conceptual design for a Transit Maintenance Facility complex in Española, New Mexico. The construction of the Transit Maintenance Facility will include a Vehicle Maintenance Garage, a Vehicle Wash Bay and a Fueling Station, to fulfill current needs as well as being capable of accommodating future operations and fleet expansion. Current fleet inventory is approximately 45 vehicles, ranging in size from 40 foot buses to 5-passenger transport vans and standard-size vehicles. Fleet expansion is anticipated to be one (1) to two (2) vehicles annually. The Maintenance Facility complex will be situated on the existing approximately 7 acre site adjacent to the Jim West Regional Transit Center and Vehicle Parking Yard. Work will include site

preparation, geotechnical evaluation and preparation, environmental assessment, conceptual design, and planning. The facility-to-be design team will maximize utilization of green building energy saving facility standards wherever possible.

As the NCRTD continues to grow in ridership, the vehicle fleet will need to expand to accommodate the increased need. Day-to-day and lifetime vehicle maintenance costs will continue to increase as the fleet grows and as cost of living increases. Currently, vehicle maintenance is performed by off-site contractors that do not have to comply with FTA regulations. The NCRTD is looking to minimize maintenance costs and increase safety by bringing vehicle maintenance in-house. In order to accomplish these two objectives, the NCRTD is seeking funding to construct a Maintenance Facility, Wash Bay, and Fueling Station. The Board of Directors authorized the staff to move forward with the conceptual design at their February 1, 2013 meeting.

Recommended Action: Notification of TIGER 5 funding was recently made available. The TIGER 5 grant application deadline was June 3, 2013. In the best interest of the District and its members, Staff applied for the TIGER 5 grant for the final planning and construction for the Maintenance Facility, Wash Bay, and Fueling Station, so as to not miss the application deadline and the opportunity for grant funds. TIGER 5 funds for rural areas will provide up to 100% of the cost of the project.

It is recommended that the Board move to adopt Resolution 2013-13 Authorizing the NCRTD Staff to apply for federal funding through the TIGER 5 grant program for a Maintenance Facility, Wash Bay, and Fueling Station.

Options/Alternatives:

- Board approval to adopt Resolution 2013-13 Authorizing the NCRTD Staff to apply for federal funding through the TIGER 5 grant program for a Maintenance Facility, Wash Bay, and Fueling Station; or
- Do not apply for TIGER 5 funding, seek alternative funding sources; or
- Do nothing; do not attempt to procure funds to design and construct a Maintenance Facility Complex.

Fiscal Impact: A TIGER 5 award would result in, at minimum, $1 million in potentially match-free funding. This possible award would significantly impact the overall cost of constructing a Maintenance Facility as well as potentially improve the ultimate construction timeline.

Attachments:

- TIGER 5 NOFA (Notice of Availability of Funding)
- Resolution No. 2013-13

North Central Regional Transit District (NCRTD)

Resolution 2013-13

A RESOLUTION AUTHORIZING THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT TO APPLY FOR FEDERAL FUNDING THROUGH THE TIGER 5 GRANT PROGRAM FOR A MAINTENANCE FACILITY, WASH BAY, AND FUELING STATION

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004;

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that the request for NCRTD Board authorization and support of Staff applying for a TIGER 5 Grant to fund a new Maintenance Facility, Wash Bay, and Fueling Station is approved.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 7th DAY OF JUNE, 2013.

_____

Daniel Barrone, Chairman

Approved as to form:

_____

Peter Dwyer, Counsel

G4910-9X

DEPARTMENT OF TRANSPORTATION

Office of the Secretary of Transportation

Docket No. DOT-OST-2013-XXXX

Notice of Funding Availability for the Department of Transportation's National Infrastructure Investments under the Consolidated and Further Continuing Appropriations Act, 2013

AGENCY: Office of the Secretary of Transportation, DOT

ACTION: Notice of Funding Availability

SUMMARY:

This notice announces the availability of funding and requests proposals for the Department of Transportation's National Infrastructure Investments. This notice is addressed to organizations that are interested in applying and provides guidance on selection criteria and application requirements for the National Infrastructure Investments.

Title VIII of The Further Continuing Appropriations Act, 2013 (Division F of the Consolidated and Further Continuing Appropriations Act, 2013, Pub. L. 113-6, March 26, 2013) ("FY 2013 Appropriations Act") appropriated $473.847 million to be awarded by the Department of Transportation ("DOT") for National Infrastructure Investments. DOT will continue to refer to the program as "TIGER Discretionary Grants," as this is the title with which most stakeholders are familiar. As with previous rounds of TIGER, funds for the FY 2013 TIGER program are to be awarded on a competitive basis for projects that will have a significant impact on the Nation, a metropolitan area or a region.

Through this notice, DOT is soliciting applications for TIGER Discretionary Grants. In the event that this solicitation does not result in the award and obligation of all available funds, DOT may decide to publish an additional solicitation(s) or provide additional funds to selected projects.

DATES: You must submit final applications through Grants.gov by June 3, 2013, at 5:00 p.m. EDT (the "Application Deadline"). The Grants.gov "Apply" function will open on April 29, 2013, allowing applicants to submit final applications. You are strongly encouraged to submit applications in advance of the deadline.

ADDRESSES: You must submit applications electronically through Grants.gov. Only applications received electronically through Grants.gov will be deemed properly filed. Instructions for submitting applications through Grants.gov can be found on the TIGER website (www.dot.gov/TIGER).

FOR FURTHER INFORMATION: For further information concerning this notice please contact the TIGER Discretionary Grant program staff via e-mail at TIGERGrants@dot.gov, or call Howard Hill at 202-366-0301. A TDD is available for individuals who are deaf or hard of hearing at 202-366-3993. In addition, DOT will regularly post answers to questions and requests for clarifications on DOT's website at www.dot.gov/TIGER. Applicants are encouraged to contact DOT directly rather than rely on third parties to prepare application materials or otherwise receive information about TIGER Discretionary Grants.

SUPPLEMENTARY INFORMATION:

This notice is substantially similar to the final notice published for the FY 2012 TIGER Discretionary Grant program in the *Federal Register* on January 31, 2012. However, there are a few significant differences:

1. Given the date of enactment of the final year-long FY 2013 Appropriations Act, the statutory timeframe for DOT to obligate funds under this round of TIGER Discretionary Grants is the shortest of all of the rounds to date. In order to meet this deadline, your application must demonstrate that that the project can meet all local, State, and federal requirements by June 30, 2014, in order for DOT to obligate funding in advance of September 30, 2014. Each application must include a detailed statement of work, detailed project schedule, and detailed project budget. Due to the short timeframe for obligation, project readiness and the risk of delays will be treated as primary selection criteria in DOT's evaluation process. You must identify risks and mitigation strategies in your project narratives. If your application is submitted without a sufficiently detailed statement of work, project schedule, and project budget it will not be selected for a TIGER award.
2. Selection criteria have been modified to make applications easier to prepare and review. Among other things, short-term economic impacts of projects, including their impact on employment, are now included in the primary criterion of economic competitiveness.
3. You do not need to submit a pre-application, as was required in recent rounds of TIGER. As this is the fifth round of TIGER and the basic structure has been consistent throughout the rounds, DOT has decided to eliminate the pre-

application from the application process for this round of TIGER. Further, the short obligation deadline means that DOT needs to receive and evaluate applications and move TIGER funding quickly. Moving straight to the application will help accomplish this.

4. The notice has been shortened in comparison to the notices for prior rounds of TIGER Discretionary Grants, and the Appendices that provide additional information on Benefit-Cost Analysis, Applying through Grants.gov, and Project Readiness are posted at www.dot.gov/TIGER, along with recordings of previous webinars DOT has hosted on the TIGER program and answers to frequently asked questions. You should visit www.dot.gov/TIGER for access to supplemental guidance and additional important information.
5. Applications that identify project co-applicants or project partners in addition to a lead applicant must be signed by each co-applicant or partner organization or include letters of support.

Other than the differences above, and minor edits for clarification and those made to conform the notice to the statutory circumstances of this round of TIGER Discretionary Grants funding, there have been no material changes made to the notice. Each section of this notice contains information and instructions relevant to the application process for these TIGER Discretionary Grants, and you should read this notice in its entirety so that you have the information you need to submit eligible and competitive applications.

Table of Contents

I. Background

TIGER DISCRETIONARY GRANTS

II. Selection Criteria and Guidance on Application of Selection Criteria

III. Evaluation of Applications and Eligibility
IV. Grant Administration
V. Projects in Rural Areas

APPLICATION REQUIREMENTS
VI. Applications
VII. Performance Measurement
VIII. Questions and Clarifications

I. Background

The Transportation Investment Generating Economic Recovery or "TIGER Discretionary Grants" program was first created in the Recovery Act of 2009. Through the Recovery Act and subsequent three appropriations acts, Congress provided DOT with funding for four rounds of competitive grants totaling just over $3 billion for capital investments in surface transportation infrastructure. See DOT's website at www.dot.gov/TIGER for further background on the disbursement of past rounds of TIGER Discretionary Grants.

FY 2013 TIGER Discretionary Grants

The FY 2013 Appropriations Act appropriated $473.847 million to be awarded by DOT for the TIGER Discretionary Grants program. Like previous rounds, the FY 2013 TIGER Discretionary Grants are for capital investments in surface transportation infrastructure and are to be awarded on a competitive basis for projects that will have a significant impact on the Nation, a metropolitan area, or a region. Larger projects of national or regional significance which DOT determines demonstrate achievement of several of the strategic goals, as well as the project readiness criterion, could be considered for grants larger than those typically awarded in recent rounds of TIGER. The FY 2013 Appropriations Act allows for a small portion of the $473.847 million to be used for oversight of grants.

"Eligible Applicants" for TIGER Discretionary Grants are State, local, and tribal governments, including U.S. territories, transit agencies, port authorities, metropolitan planning organizations (MPOs), other political subdivisions of State or local governments, and multi-State or multi-jurisdictional groups applying through a single lead applicant (for multi-jurisdictional groups, each member of the group, including the lead applicant, must be an otherwise Eligible Applicant as defined in this paragraph).

To ensure applicants receive the most accurate information possible, you must contact DOT directly, rather than through intermediaries, to get answers to questions, set up briefings on the TIGER Discretionary Grants selection and award process, or receive other assistance. Assistance can be obtained by contacting the TIGER Discretionary Grant program staff via e-mail at TIGERGrants@dot.gov, or by calling Howard Hill at 202-366-0301.

Projects that are eligible for TIGER Discretionary Grants ("Eligible Projects") include, but are not limited to: (1) highway or bridge projects eligible under title 23, United States Code; (2) public transportation projects eligible under chapter 53 of title 49, United States Code; (3) passenger and freight rail transportation projects; and (4) marine port infrastructure investments. federal wage rate requirements included in subchapter IV of chapter 31 of title 40, United States Code, apply to all projects receiving funds, and apply to all parts of the project, whether funded with TIGER Discretionary Grant funds, other federal funds, or non-federal funds. This description of Eligible Projects is identical to the description of eligible projects under earlier rounds of the TIGER Discretionary Grant program.[1]

[1] Consistent with the FY 2013 Appropriations Act, DOT will apply the following principles in determining whether a project is eligible as a capital investment in surface transportation: (1) surface transportation

As was the case in earlier rounds of the TIGER Discretionary Grant program, Eligible Projects do not include research, demonstration, or pilot projects that do not result in publically accessible surface transportation infrastructure. To be funded, projects or elements of a project must have independent utility, which means that the project provides transportation benefits and is ready for its intended use upon completion of project construction.

Each applicant may submit no more than three applications. You should focus on applications that are most likely to align well with DOT's selection criteria. While applications may include requests to fund more than one project, you may not bundle together unrelated projects in the same application for purposes of avoiding the three application limit that applies to each applicant. Please note that the three application limit applies only to applications where the applicant is the lead applicant, and there is no limit on applications for which an applicant can be listed as a partnering agency. If you submit more than three applications as the lead applicant, only the first three received will be considered.

The FY 2013 Appropriations Act specifies that TIGER Discretionary Grants may be not less than $10 million (except in rural areas) and not greater than $200 million. For projects located in rural areas (as defined in Section V *(Projects in Rural Areas)*), the minimum TIGER Discretionary Grant size is $1 million.

facilities generally include roads, highways and bridges, marine ports, freight and passenger railroads, transit systems, and projects that connect transportation facilities to other modes of transportation; and (2) surface transportation facilities also include any highway or bridge project eligible under title 23, U.S.C., or public transportation project eligible under chapter 53 of title 49, U.S.C. Please note that the Department may use a TIGER Discretionary Grant to pay for the surface transportation components of a broader project that has non-surface transportation components, and applicants are encouraged to apply for TIGER Discretionary Grants to pay for the surface transportation components of these projects.

DOT reserves the right to award funds for a part of the project included in an application, if a part of the project has independent utility and aligns well with the selection criteria specified in this notice. You are encouraged to provide information in your application as to how or whether your project can be segmented (e.g., by providing details on project phases) to assist DOT in its selections.

Pursuant to the FY 2013 Appropriations Act, no more than 25 percent of the funds made available for TIGER Discretionary Grants (or $118.75 million) may be awarded to projects in a single State.

The FY 2013 Appropriations Act directs that not less than $120 million of the funds provided for TIGER Discretionary Grants be used for projects located in rural areas. Further, DOT will take measures to ensure an equitable geographic distribution of grant funds, an appropriate balance in addressing the needs of urban and rural areas, and investment in a variety of transportation modes.

For projects receiving a TIGER Discretionary Grant, federal funds (including the TIGER Discretionary Grant and any other federal discretionary or formula funds) may be used for up to 80 percent of the costs of the project. DOT may increase the federal share above 80 percent only for projects located in rural areas, in which case DOT may fund up to 100 percent of the costs of a project. However, priority must be given to projects that use TIGER Discretionary Grant funds to complete an overall financing package, and both urban and rural projects can increase their competitiveness for purposes of the TIGER program by demonstrating significant non-federal financial contributions. In the first four rounds, on average, projects awarded funding attracted more than 4 additional non-federal dollars for every TIGER grant dollar. DOT will consider any non-federal funds, whether such funds are contributed by the public sector (State or local) or the private

sector, as a local match for the purposes of this program. Due to special statutory treatment, funds from the Federal Tribal Transportation Program (formerly known as Indian Reservation Roads) will also be considered as a local match for purposes of this program. However, DOT cannot consider any funds already expended towards the matching requirement or any funds being used to meet the match requirement for other federal grants. Also, while "matching" funds may be provided by a State DOT or transit agency, DOT will not consider those funds to be matching funds if the source of those funds is ultimately a federal program.

The FY 2013 Appropriations Act requires that TIGER funds are only available for DOT to obligate through September 30, 2014. The limited amount of time for which the funds will be made available means that DOT, when evaluating applications, must focus on whether or not a project is ready to proceed with obligation of grant funds within the limited time provided. Under the FY 2013 Appropriations Act, TIGER funding expires automatically after the deadline of September 30, 2014, if DOT does not obligate these funds. This deadline is provided in law and waivers cannot be granted under any circumstances.

The FY 2013 Appropriations Act allows for an amount not to exceed $165.8 million of the $473.847 million to be used to pay the subsidy and administrative costs for a project receiving credit assistance under the Transportation Infrastructure Finance and Innovation Act of 1998 (TIFIA) program, if it would further the purposes of the TIGER Discretionary Grant program. Whether seeking TIFIA support or not, you should show where you have leveraged both existing and new sources of funding through both traditional and innovative means and demonstrate how the TIGER assistance would serve to complete the project's financing package and allow for expedited project completion.

Recipients of TIGER Discretionary Grants in prior rounds may apply for funding to support additional phases of a project awarded funds in earlier rounds of this program. However, to be competitive, the applicant should demonstrate the extent to which the previously funded project phase has been able to meet estimated project schedules and budget, including the ability to realize the benefits expected for the project.

The FY 2013 Appropriations Act provides that the Secretary of Transportation may retain up to $20 million of the $473.847 million to fund the award and oversight of TIGER Discretionary Grants. Portions of the $20 million may be transferred for these purposes to the Administrators of the Federal Highway Administration, the Federal Transit Administration, the Federal Railroad Administration, and the Federal Maritime Administration.

The purpose of this notice is to solicit applications for TIGER Discretionary Grants. This is a final notice.

TIGER DISCRETIONARY GRANTS

II. Selection Criteria and Guidance on Application of Selection Criteria

This section specifies the criteria that DOT will use to evaluate applications for TIGER Discretionary Grants. The criteria incorporate the statutory eligibility requirements for this program, which are specified in this notice as relevant.

TIGER Discretionary Grants will be awarded based on the selection criteria as outlined below. There are two categories of selection criteria, “Primary Selection Criteria” and “Secondary Selection Criteria,” the significance of which are detailed below.

A. Primary Selection Criteria

DOT will give priority to projects that are ready to proceed quickly and have a significant impact on desirable long-term outcomes for the Nation, a metropolitan area, or a region. Applications that do not demonstrate a likelihood of significant long-term benefits in this criterion will not proceed in the evaluation process. The first five primary selection criteria are based on the priorities included in DOT's Strategic Plan for FY 2012- FY 2016. DOT is elevating project readiness as a primary selection criterion for this round of TIGER Discretionary Grants due to the legislatively-mandated timeline for obligation of TIGER Discretionary Grant funds. For more detail on DOT's long-term priorities, please refer to the Strategic Plan, which can be found at: http://www.dot.gov/sites/dot.dev/files/docs/990_355_DOT_StrategicPlan_508lowres.pdf. The long-term outcomes and readiness criteria that will be given priority are:

1. **State of Good Repair**: Improving the condition of existing transportation facilities and systems, with particular emphasis on projects that minimize life-cycle costs and improve resiliency. DOT will assess whether and to what extent (i) the project is consistent with relevant plans to maintain transportation facilities or systems in a state of good repair and address vulnerabilities; (ii) if left unimproved, the poor condition of the asset will threaten future transportation network efficiency, mobility of goods or accessibility and mobility of people, or economic growth; (iii) the project is appropriately capitalized up front and uses asset management approaches that optimize its long-term cost structure; and (iv) the extent to which a sustainable source of revenue is available for long-term operations and maintenance of the project.

2. **Economic Competitiveness**: Contributing to the economic competitiveness of the United States over the medium- to long-term by improving the national transportation system while creating and preserving jobs. DOT will assess whether the project will (i) improve long-term efficiency, reliability or cost-competitiveness in the movement of workers or goods, with a particular focus on projects that have a significant effect on reducing the costs of transporting export cargoes; (ii) increase the economic productivity of land, capital or labor at or between specific locations, particularly in Economically Distressed Areas; or (iii) result in job creation and practicable opportunities, particularly for low-income workers or for people in Economically Distressed Areas, and practicable opportunities for small businesses and disadvantaged business enterprises, including veteran-owned small businesses and service disabled veteran-owned small businesses.[2]
3. **Livability**: Increasing transportation choices and access to transportation services for people in communities across the United States. DOT will

[2] The Executive Office of the President, Council of Economic Advisers, (CEA), issued a memorandum in May 2009 on "Estimates of Job Creation from the American Recovery and Reinvestment Act of 2009." That memorandum provides a simple rule for estimating job-years created by government spending, which is that $92,000 of government spending creates one job-year (or 10,870 job-years per billion dollars of spending). More recently, in September 2011, based on further analysis both of actual job-creation experience from transportation projects under the Recovery Act and on further macroeconomic analysis, the CEA determined that a job-year is created by every $76,923 in transportation infrastructure spending (or 13,000 job-years per billion dollars of transportation infrastructure spending). This figure can now be used in place of the earlier $92,000/job-year estimate. Applicants can use this estimate as an appropriate indicator of direct, indirect and induced job-years created by TIGER Discretionary Grant spending, but are encouraged to supplement or modify this estimate to the extent they can demonstrate that such modifications are justified. However, since this guidance makes job creation purely a function of the level of expenditure, applicants should also demonstrate how quickly jobs will be created under the proposed project. Projects that generate a given number of jobs more quickly will have a more favorable impact on economic recovery. A quarter-by-quarter projection of the number of direct job-hours expected to be created by the project is useful in assessing the impacts of a project on economic recovery. Furthermore, applicants should be aware that certain types of expenditures are less likely to align well with the Job Creation & Near-Term Economic Activity criterion. These types of expenditures include, among other things, engineering or design work and purchasing existing facilities or right-of-way.

consider whether the project furthers the six livability principles developed by DOT with the Department of Housing and Urban Development (HUD) and the Environmental Protection Agency (EPA) as part of the Partnership for Sustainable Communities.[3] DOT will give particular consideration to the first principle, which prioritizes the creation of affordable and convenient transportation choices,[4] particularly for economically disadvantaged populations, non-drivers, senior citizens, and persons with disabilities. Further, DOT will prioritize projects developed in coordination with land-use planning and economic development decisions, including through programs like TIGER II Planning Grants, the Department of Housing and Urban Development's Regional Planning Grants, or the Environmental Protection Agency's Brownfield Area-Wide Planning Pilot Program as well as technical assistance programs focused on livability or economic development planning.

4. **Environmental Sustainability**: Improving energy efficiency, reducing dependence on oil, reducing greenhouse gas emissions and benefitting the environment. DOT will assess the project's ability to (i) reduce energy use, air or water pollution; (ii) avoid adverse environmental impacts to air or water quality, wetlands, and endangered species; or (iii) provide environmental benefits, such as brownfield redevelopment, wetlands creation or improved habitat connectivity. Applicants are encouraged to provide quantitative information that demonstrates the existence of substantial existing

[3] The six livability principles are listed fully at http://www.dot.gov/affairs/2009/dot8009.htm.
[4] In full, this principle reads: "Provide more transportation choices**.** Develop safe, reliable and economical transportation choices to decrease household transportation costs, reduce our nations' dependence on foreign oil, improve air quality, reduce greenhouse gas emissions and promote public health."

transportation-related costs related to energy consumption and adverse environmental effects and evidence of the extent to which the project will reduce or mitigate those costs.

5. **Safety**: Improving the safety of U.S. transportation facilities and systems. DOT will assess the project's ability to reduce the number, rate, and consequences of surface transportation-related crashes, serious injuries, and fatalities among drivers and/or non-drivers in the United States or in the affected metropolitan area or region, and/or the project's contribution to the elimination of highway/rail grade crossings, the protection of pipelines, or the prevention of unintended releases of hazardous materials.

6. **Project Readiness:** For projects that receive funding in this round of TIGER, DOT is required to obligate funds to those projects by September 30, 2014, or the funding will expire. Priority will be given to projects that can meet all local, State, and federal requirements by June 30, 2014. This is a shorter period of time for obligation of funds than the comparable period for any prior round of TIGER, and is therefore a primary concern to DOT that will be treated as such during the evaluation and selection process. DOT will assess whether a project is ready to proceed rapidly upon receipt of a TIGER Discretionary Grant (see *Additional Information on Project Readiness Guidelines* located at www.dot.gov/TIGER for further details), as evidenced by:

   (a) Technical Feasibility: The technical feasibility of the project should be demonstrated by engineering and design studies and activities; the development of design criteria and/or a basis of design; the basis for the

cost estimate presented in the TIGER application, including the identification of contingency levels appropriate to its level of design; and any scope, schedule, and budget risk-mitigation measures. Applicants must include a detailed statement of work that focuses on the technical and engineering aspects of the project and describes in detail the project to be constructed.

(b) Financial Feasibility: The viability and completeness of the project's financing package (assuming the availability of the requested TIGER Discretionary Grant funds), including evidence of stable and reliable capital and (as appropriate) operating fund commitments including specific sources of funds sufficient to cover estimated costs; the availability of contingency reserves should planned capital or operating revenue sources not materialize; evidence of the financial condition of the project sponsor; and evidence of the grant recipient's ability to manage grants. Applicants must include a detailed project budget in this section of their application containing a detailed breakdown of how the funds will be spent that provides estimates – both dollar amount and percentage of cost – of how much each activity would cost e.g. preparation, grading, asphalt, etc. If the project will be completed in individual segments or phases, a budget for each individual segment or phase must be included. Budget spending categories must be broken down between TIGER, other federal, and non-federal sources and should identify how each funding source will share in each activity.

(c) Project Schedule: You must include a detailed project schedule that includes all major project milestones such as start and completion of environmental reviews and approvals, design, right-of-way acquisition, approval of PS&E, procurement, and construction in this section of their application with sufficient information detail to demonstrate that:

(i) all necessary pre-construction activities will be complete to allow for any potential grant funding awarded to be obligated no later than June 30, 2014, to give DOT reasonable assurance that the TIGER Discretionary Grant funds will likely to be obligated sufficiently in advance of the September 30, 2014, statutory deadline, and that any unexpected delays will not put TIGER Discretionary Grant funds at risk of expiring before they are obligated;

(ii) the project can begin construction quickly upon receipt of a TIGER Discretionary Grant, and that the grant funds will be spent steadily and expeditiously once construction starts;[5] and

(iii) any applicant that is applying for a TIGER Discretionary Grant and does not own all of the property or right-of-way required to complete the project should provide evidence that the property and/or right-of-way acquisition can and will be completed expeditiously.

(d) Assessment of Project Risks and Mitigation Strategies: You should identify the material risks to the project and the strategies that the lead applicant and any project partners have undertaken or will undertake in

[5] The schedule should show how many direct, on-project jobs are expected to be created or sustained during each calendar quarter after the project is underway.

order to mitigate those risks. In past rounds of TIGER Discretionary Grants, certain projects have been affected by procurement delays, environmental uncertainties, and increases in real estate acquisition costs. You must assess the greatest risks to your projects and identify how those risks will be mitigated by the project parties.

Applicants, to the extent they are unfamiliar with the federal transportation program, should contact DOT's field offices for information on what steps are pre-requisite to the obligation of federal funds in order to ensure that their project schedule is reasonable and that there are no risks of delays in satisfying federal requirements. Contacts for the Federal Highway Administration Division offices – which are located in all 50 States, Washington, DC, and Puerto Rico – can be found at http://www.fhwa.dot.gov/about/field.cfm. Contacts for the ten Federal Transit Administration regional offices can be found at http://www.fta.dot.gov/12926.html.

B. Secondary Selection Criteria

1. **Innovation:** Use of innovative strategies to pursue the long-term outcomes outlined above. DOT will assess the extent to which the project uses innovative technology (such as, intelligent transportation systems, dynamic pricing, value capture, rail wayside or on-board energy recovery, smart cards, active traffic management, or radio frequency identification) to pursue one or more of the long-term outcomes outlined above and/or to significantly enhance the operational performance of the transportation system. DOT will also assess the extent to which the project incorporates innovations in transportation funding and finance, leverages both existing and new sources of funding through both traditional and innovative means, and demonstrates how

the TIGER grant would serve to complete the project's financing package and allow for expedited project completion. Further, DOT will consider the extent to which the project utilizes innovative practices in contracting, project delivery, congestion management, safety management, asset management, or long-term operations and maintenance. Projects integrating creative uses of technology to improve capacity or performance as part of an overall project to construct or replace traditional transportation facilities have been competitive in previous rounds, and DOT expects projects which intelligently use technology and other innovations to continue to be competitive.

2. **Partnership:** Demonstrating strong collaboration among a broad range of participants, integration of transportation with other public service efforts, and/or projects that are the product of a robust planning process.

   (a) Jurisdictional & Stakeholder Collaboration: Projects that involve multiple partners in project development and funding, such as State and local governments, other public entities, and/or private or nonprofit entities. DOT will also assess the extent to which the project application demonstrates collaboration among neighboring or regional jurisdictions to achieve national, regional or metropolitan benefits. Multiple States or jurisdictions may submit a joint application and must identify a lead applicant as the primary point of contact. Joint applications must include a description of the roles and responsibilities of each project party and must be signed by, or include letters of support from, each project party.

   (b) Disciplinary Integration: Projects supported, financially or otherwise, by non-transportation public agencies that are pursuing similar and/or related

objectives. For example, DOT will consider transportation projects that are coordinated with economic development, housing, water infrastructure and land use plans and policies, particularly those that employ evidence-based, cross-sector strategies to revitalize targeted areas and foster private capital investment in disinvested communities; similarly, DOT will consider transportation projects that encourage energy efficiency or improve the environment and are supported by relevant public agencies with energy or environmental missions. Projects that grow out of a robust planning process – such as those conducted with DOT's various planning programs and initiatives, the Department of Housing and Urban Development's Regional Planning Grants and Choice Neighborhood Planning Grants, or the Environmental Protection Agency's Brownfield Area-Wide Planning Pilot Program as well as technical assistance programs focused on livability or economic development planning – will also be given priority.

C. Additional Guidance on Evaluation

1. Project Costs and Benefits

Applicants for TIGER Discretionary Grants are generally required to identify, quantify, and compare expected benefits and costs, subject to the following qualifications[6]:

Applicants will be expected to prepare an analysis of benefits and costs. However, DOT understands that the detail of analysis that should be expected (for

[6] DOT has a responsibility under Executive Order 12893, Principles for Federal Infrastructure Investments, 59 FR 4233, to base infrastructure investments on systematic analysis of expected benefits and costs, including both quantitative and qualitative measures.

items such as surveys, travel demand forecasts, market forecasts, and statistical analyses) is less for smaller projects than for larger projects. The level of sophistication of the benefit-cost analysis (BCA) should be commensurate to the size of the overall project and the amount of grant funds requested in the application. In other words, larger projects should have more/better data elements than smaller projects. However, even small projects should provide subjective estimates of benefits and should still quantify costs, and applicants should provide whatever evidence they have available to lend credence to their subjective estimates. Estimates of benefits should be presented in monetary terms whenever possible. If a monetary estimate is not possible, then at least a quantitative estimate (in physical, non-monetary terms, such as crash rates, ridership estimates, emissions levels, etc.) should be provided.

The lack of a useful analysis of expected project benefits and costs may be the basis for not selecting a project for award of a TIGER Discretionary Grant. If it is clear to DOT that the total benefits of a project are not reasonably likely to justify the project's costs, DOT will not award a TIGER Discretionary Grant to the project.

Detailed guidance for the preparation of benefit-cost analyses is provided in *Guide to Preparing Benefit-Cost Analyses for TIGER Grants* (at www.dot.gov/TIGER). Benefits should be presented, whenever possible, in a tabular form showing benefits and costs in each year for the useful life of the project. Benefits and costs should both be discounted to the year 2013, and present discounted values of both the stream of benefits and the stream of costs should be calculated. If the project has multiple parts, each of which has

independent utility, the benefits and costs of each part should be estimated and presented separately. The results of the benefit-cost analysis should be summarized in the Project Narrative section of the application itself, but the details may be presented in an attachment to the application if the full analysis cannot be included within the page limit for the project narrative.

Based on feedback over the last four rounds of TIGER, DOT recognizes that the benefit-cost analysis can be particularly burdensome on Tribal governments. Therefore, consistent with the preceding paragraph, the Department is providing flexibility to Tribal governments for the purposes of this Notice. At their discretion, Tribal applicants may elect to provide raw data to support the need for a project (such as crash rates, ridership estimates, and the number of people who will benefit from the project). These data will then be used to allow DOT economists to make the best estimates they can develop (given the data provided) of benefits and costs. Examples of BCAs by successful Tribal applicants are also available online.

2. Other Environmental Reviews and Approvals

(a) National Environmental Policy Act: An application for a TIGER Discretionary Grant must detail whether the project will significantly impact the natural, social and/or economic environment. The application should demonstrate receipt (or reasonably anticipated receipt) of all environmental approvals and permits necessary for the project to proceed to construction on the timeline specified in the project schedule and necessary to meet the statutory obligation deadline, including satisfaction

of all federal, State, and local requirements and completion of the National Environmental Policy Act ("NEPA") process. You should submit the information listed below with your application:

(i) Information about the NEPA status of the project. If the NEPA process is completed, an applicant must indicate the date of, and provide a website link or other reference to, the final Categorical Exclusion, Finding of No Significant Impact or Record of Decision. If the NEPA process is underway but not complete, the application must detail the type of NEPA review underway, where the project is in the process, and indicate the anticipated date of completion. You must provide a website link or other reference to copies of any NEPA documents prepared.

(ii) Information on reviews by other agencies. An application for a TIGER Discretionary Grant must indicate whether the proposed project requires reviews or approval actions by other agencies, indicate the status of such actions, and provide detailed information about the status of those reviews or approvals and/or demonstrate compliance with any other applicable other federal, State, or local requirements.

(iii) Environmental studies or other documents – preferably by way of a Website link – that describe in detail known project impacts, and possible mitigation for those impacts.

(iv) A description of discussions with the appropriate DOT modal administration field office regarding compliance with NEPA and other applicable environmental reviews and approvals.

(b) Legislative Approvals: Receipt of all necessary legislative approvals (for example, legislative authority to charge user fees or set toll rates), and evidence of support from State and local elected officials. Support from all relevant State and local officials is not required; however, you should demonstrate that there are no significant legislative barriers to timely completion, and that the project is broadly supported.

(c) State and Local Planning: The planning requirements of the operating administration administering the TIGER project will apply.[7] Where required by an operating administration, you should demonstrate that a project that is required to be included in the relevant State, metropolitan, and local planning documents, has been or will be included. If the project is not included in the relevant planning documents at the time the application is submitted, you should submit a certification from the appropriate planning agency that actions are underway to include the project in the relevant planning document. DOT reserves the right to revoke any award of TIGER Discretionary Grant funds and to award such

[7] All regionally significant projects requiring an action by the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA) must be in the metropolitan transportation plan, transportation improvement program (TIP) and Statewide transportation improvement program (STIP). Further, in air quality non-attainment and maintenance areas, all regionally significant projects, regardless of the funding source, must be included in the conforming metropolitan transportation plan and TIP. To the extent a project is required to be on a metropolitan transportation plan, TIP, and/or STIP, it will not receive a TIGER Discretionary Grant until it is included in such plans. Projects not currently included in these plans can be amended in to the plans by the State and metropolitan planning organization (MPO). Projects that are not required to be in long range transportation plans, STIPs, and TIPs will not need to be included in such plans in order to receive a TIGER Discretionary Grant. Freight and passenger rail projects are not required to be on the State Rail Plans called for in the Passenger Rail Investment and Improvement Act of 2008, consistent with the exemption for high speed and intercity passenger rail projects under the Recovery Act. However, applicants seeking funding for freight and passenger rail projects are encouraged to demonstrate that they have done sufficient planning to ensure that projects fit into a prioritized list of capital needs and are consistent with long-range goals.

funds to another project to the extent either that awarded funds cannot be timely expended and/or that construction does not begin in accordance with the anticipated project schedule. DOT will consider on a case-by-case basis how much time after selection for award of a TIGER Discretionary Grant each project has before funds must be obligated (consistent with law) and construction started through an executed grant agreement between the selected applicant and the modal administration administering the grant. This deadline will be specified for each TIGER Discretionary Grant in the project-specific grant agreements signed by the grant recipients and will be based on critical path items identified by applicants in response to items (i) through (iv) above.

III. Evaluation of Applications and Eligibility

A. Evaluation Process

TIGER Discretionary Grant applications will be evaluated in accordance with the evaluation process discussed below.

DOT will establish application evaluation teams to review each application that is received by DOT prior to the Application Deadline. These evaluation teams will be organized and led by the Office of the Secretary of Transportation and will include members from each of the relevant modal administrations in DOT with the most experience and/or expertise in the relevant project areas (the “Relevant Modal Administrations”) and, in some cases, staff from other federal agencies with relevant expertise, including freight, resiliency, livability, environmental review, and permitting. The evaluation teams will be responsible for evaluating all of the projects and making recommendations to the Secretary.

DOT will not assign specific numerical scores to projects based on the selection criteria outlined above in Section II (*Selection Criteria and Guidance on Application of Selection Criteria*). Rather, ratings of "highly recommended," "recommended," "acceptable," or "not recommended" will be assigned to projects. DOT will award TIGER Discretionary Grants to projects that are well-aligned with one or more of the selection criteria. In addition, DOT will consider whether a project has a negative effect on any of the selection criteria, and any such negative effect may reduce the likelihood that the project will receive a TIGER Discretionary Grant. To the extent the initial evaluation process does not sufficiently differentiate among highly rated projects, DOT will use a similar rating process to re-assess the projects and identify those that should be most highly rated.

DOT will give more weight to the Primary Selection Criteria than to the two Secondary Selection Criteria. DOT does not consider any of the first five Primary Selection Criteria, which are the DOT Strategic Goals, to be more important than the others. DOT reserves the right to select projects that will lead to the best overall promotion of these goals, which may result in variance in the numbers of projects well-aligned with each goal. Failure to demonstrate the sixth primary selection criterion, Project Readiness, will make it less likely that your otherwise well-performing application will be selected.

Upon completion of this rating process DOT will analyze the preliminary list and determine whether the ratings are consistent with the distributional requirements of the FY 2013 Appropriations Act, including an equitable geographic distribution of grant funds, an appropriate balance in addressing the needs of urban and rural areas, and investment in a variety of transportation modes. If necessary, DOT will adjust the

list of recommended projects to satisfy the statutory distributional requirements while remaining as consistent as possible with the ratings. The Secretary of Transportation will make the final project selections.

B. Evaluation of Eligibility

To be selected for a TIGER Discretionary Grant, a project must be an Eligible Project, the applicant must be an Eligible Applicant, and all other threshold eligibility requirements must be met, including commitment of matching funds. DOT may consider one or more components of a large project to be an Eligible Project, but only to the extent that the components have independent utility, meaning the components themselves, not the project of which they are a part, are Eligible Projects and satisfy the selection criteria identified above in Section II (*Selection Criteria and Guidance on Application of Selection Criteria*). For these projects, the benefits described in an application must be related to the components of the project for which funding is requested, not the full project of which they are a part. DOT will not fund individual phases of a project if the benefits of completing only these phases would not align well with the selection criteria specified in this Notice because the overall project would still be incomplete.

IV. Grant Administration

DOT expects that each TIGER Discretionary Grant will be administered by one of the Relevant Modal Administrations, pursuant to a grant agreement between the TIGER Discretionary Grant recipient and the Relevant Modal Administration. Service Outcome Agreements, Stakeholder Agreements, Buy America compliance, and other requirements such as those required for DOT's other highway, transit, rail, and maritime port grant programs will be incorporated into the TIGER grant agreements,

where appropriate. Under the TIGER Discretionary Grant program, the Secretary delegates such responsibilities to the appropriate operating administration. Applicable federal laws, rules and regulations of the Relevant Modal Administration administering the project will apply to projects that receive TIGER Discretionary Grants.

V. Projects in Rural Areas

The FY 2013 Appropriations Act directs that not less than $120 million of the funds provided for TIGER Discretionary Grants are to be used for projects in rural areas. For purposes of this notice, DOT is defining "rural area" as any area not in an Urbanized Area, as such term is defined by the Census Bureau,[8] and will consider a project to be in a rural area if all or the majority of a project (determined by geographic location(s) where majority of project money is to be spent) is located in a rural area. Therefore, if all or the majority of a project is located in a rural area, such a project is eligible to apply for less than $10 million, but at least $1 million in TIGER Discretionary Grant funds, and up to 100% of the project's costs may be paid for with federal funds. To the extent more than a *de minimis* portion of a project is located in an Urbanized Area, you should identify the estimated percentage of project costs that will be spent in Urbanized Areas and the estimated percentage that will be spent in rural areas.

VI. Applications

A. Submitting Applications

[8] For Census 2010, the Census Bureau defined an Urbanized Area (UA) as an area that consists of densely settled territory that contains 50,000 or more people. Updated lists of UAs are available on the Census Bureau website. Urban Clusters (UCs) will be considered rural areas for purposes of the TIGER Discretionary Grant program.

Applicants must submit a complete application package through Grants.gov by the Application Deadline, which is June 3, 2013, at 5:00 p.m. EDT. Grants.gov "Apply" function will open on April 29, 2013, allowing applicants to submit applications. You are encouraged to submit applications in advance of the Application Deadline, but applications will not be evaluated, and selections for awards will not be made, until after the Application Deadline.

Applications must be submitted through Grants.gov. To apply for funding through Grants.gov, you must be properly registered. Complete instructions on how to register and submit applications can be found at www.grants.gov. **Please be aware that the registration process usually takes 2-4 weeks and must be completed before an application can be submitted.** If interested parties experience difficulties at any point during the registration or application process, please call the Grants.gov Customer Support Hotline at 1-800-518-4726, Monday-Friday from 7:00 a.m. to 9:00 p.m. EDT. Additional information on applying through Grants.gov is available in *Information about Applying for Federal Grants through Grants.gov* at www.dot.gov/TIGER.

B. Contents of Applications

You must include all of the information requested below in your application. DOT reserves the right to ask any applicant to supplement data in its application, but expects applications to be complete upon submission. To the extent practical, you should provide data and evidence of project merits in a form that is publicly available or verifiable.

1. Standard Form 424, Application for Federal Assistance

Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete the SF 424, which is part of the standard Grants.gov submission.

Additional clarifying guidance and FAQs to assist you in completing the SF 424 will be available at www.dot.gov/TIGER by April 29, 2013, when the "Apply" function within Grants.gov opens to accept applications under this notice.

2. Project Narrative (Attachment to SF-424)

The project narrative must respond to the application requirements outlined below. DOT recommends that the project narrative be prepared with standard formatting preferences (.i.e., a single-spaced document, using a standard 12-point font, such as Times New Roman, with 1-inch margins).

Your application must include information required for DOT to assess each of the criteria specified in Section II (*Selection Criteria and Guidance on Application of Selection Criteria*). You must demonstrate the responsiveness of a project to any pertinent selection criteria with the most relevant information that you can provide, regardless of whether such information has been specifically requested, or identified, in this notice. You should provide concrete evidence of the feasibility of achieving project milestones, and of financial capacity and commitment in order to support project readiness. DOT will consider for the extent to which a TIGER Discretionary Grant will help to complete an overall funding package, so you should clearly demonstrate the extent to which the project cannot be readily and efficiently completed without a TIGER Discretionary Grant, and the extent to which other sources of federal, State, or local funding may or may not be readily available for the project. Any such information shall be considered part of the application, not supplemental, for purposes of the application size limits identified below in Part C (*Length of Applications*). Information provided pursuant to this paragraph must be quantified, to the extent possible, to describe the project's benefits to the Nation, a

metropolitan area, or a region. Information provided pursuant to this paragraph should include projections for both the build and no-build scenarios for the project for a point in time at least 20 years beyond the project's completion date or the lifespan of the project, whichever is closer to the present.

All applications should include a detailed description of the proposed project and geospatial data for the project, including a map of the project's location and its connections to existing transportation infrastructure. Applications should also include a description of how the project addresses the needs of an urban and/or rural area. Applications should clearly describe the transportation challenges that the project aims to address, and how the project will address these challenges. Descriptions should include relevant data, such as passenger or freight volumes, congestion levels, infrastructure condition, and safety experience.

DOT recommends that the project narrative adhere to the following basic outline, and in addition to a detailed Statement of work, detailed project schedule, and detailed project budget, you should include a table of contents, maps, and graphics that make the information easier to review:

I. Project Description (including information on the expected users of the project, a description of the transportation challenges that the project aims to address, and how the project will address these challenges);

II. Project Parties (information about the grant recipient and other project parties);

III. Grant Funds and Sources/Uses of Project Funds (information about the amount of grant funding requested, availability/commitment of funds sources and uses of all project funds, total project costs, percentage of

project costs that would be paid for with TIGER Discretionary Grant funds, and the identity and percentage shares of all parties providing funds for the project, including any other pending or past federal funding requests for the project as well as federal funds already provided under other programs and required match for those funds);

IV. Selection Criteria (information about how the project aligns with each of the primary and secondary selection criteria and a description of the results of the benefit-cost analysis):

a. Long-Term Outcomes

i. State of Good Repair

ii. Economic Competitiveness

iii. Livability

iv. Sustainability

v. Safety

vi. Project Readiness

b. Innovation

c. Partnership

d. Results of Benefit-Cost Analysis

V. Planning Approvals, NEPA and other environmental reviews/approvals, (including information about permitting, legislative approvals, State and local planning, and project partnership and implementation agreements); and

VI. Federal Wage Rate Certification (an application must include a certification, signed by the applicant, stating that it will comply with the

requirements of subchapter IV of chapter 31 of title 40, United States Code (federal wage rate requirements), as required by the FY 2013 Continuing Appropriations Act).

The purpose of this recommended format is to ensure that applications clearly address the program requirements and make critical information readily apparent.

C. Length of Applications

The project narrative may not exceed 30 pages in length. Documentation supporting the assertions made in the narrative portion may also be provided, but should be limited to relevant information. If possible, website links to supporting documentation (including a more detailed discussion of the benefit-cost analysis) should be provided rather than copies of these materials. Spreadsheets supporting the benefit-cost analysis should be original Excel spreadsheets, not PDFs of those spreadsheets. At your discretion, relevant materials provided previously to a Relevant Modal Administration in support of an application to a different DOT discretionary program (for example, New Starts or TIFIA) may be referenced and described as unchanged. To the extent referenced, this information need not be resubmitted for the TIGER Discretionary Grant application (although provision of a website link would facilitate DOT's consideration of the information). DOT recommends use of appropriately descriptive file names (e.g., "Project Narrative," "Maps," "Memoranda of Understanding and Letters of Support," etc.) for all attachments. Cover pages, tables of contents, and the federal wage rate certification do not count towards the 30-page limit for the narrative portion of the application. Otherwise, the only substantive portions of the application that should exceed the 30-page limit are any supporting

documents (including a more detailed discussion of the benefit-cost analysis) provided to support assertions or conclusions made in the 30-page narrative section.

D. Contact Information

Contact information for a direct employee of the lead applicant organization is required as part of the SF-424. DOT will use this information to inform parties of DOT's decision regarding the selection of projects, as well as to contact parties in the event that DOT needs additional information about an application. Contact information for a contractor, agent, or consultant of the lead applicant organization is insufficient for DOT's purposes.

E. Protection of Confidential Business Information

All information submitted as part of or in support of any application shall use publicly available data or data that can be made public and methodologies that are accepted by industry practice and standards, to the extent possible. If the application includes information you consider to be a trade secret or confidential commercial or financial information, you should do the following: (1) note on the front cover that the submission "**Contains Confidential Business Information (CBI)**;" (2) mark each affected page "**CBI**;" and (3) highlight or otherwise **denote the CBI portions**. DOT protects such information from disclosure to the extent allowed under applicable law. In the event DOT receives a Freedom of Information Act (FOIA) request for the information, DOT will follow the procedures described in its FOIA regulations at 49 CFR § 7.17. Only information that is ultimately determined to be confidential under that procedure will be exempt from disclosure under FOIA.

VII. Performance Measurement

Each applicant selected for TIGER Discretionary Grant funding will be required to work with DOT on the development and implementation of a plan to collect information and report on the project's performance with respect to the relevant long-term outcomes that are expected to be achieved through construction of the project. Each recipient of a TIGER Discretionary Grant will, in accordance with its grant agreement, report on specified performance indicators for its project. Performance indicators will be negotiated for each project, and will consider the individual project's stated goals as well as resource constraints of applicants. Performance indicators will not include formal goals or targets, but will include baseline measures as well as post-project outputs for an agreed upon timeline, and will inform the TIGER Discretionary Grant program in working towards best practices, programmatic performance measures, and future decision making guidelines.

VIII. Questions and Clarifications

For further information concerning this notice please contact the TIGER Discretionary Grant program staff via e-mail at TIGERGrants@dot.gov, or call Howard Hill at 202-366-0301. A TDD is available for individuals who are deaf or hard of hearing at 202-366-3993. DOT will regularly post answers to these questions and other important clarifications on DOT's website at www.dot.gov/TIGER.

Ray LaHood
Secretary

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 7, 2013
Agenda Item: F

Title: Resolution 2013-14 Open Meeting Act, Rescinding Resolution No. 2012-27

Prepared By: Anthony J. Mortillaro, Executive Director

Summary: Changes to the Open Meetings Act were made in the recent Legislative Session. In particular House Bill 21 was enacted into Law which requires, among other things, that agendas of upcoming meetings of a local public body be posted no later than 72 hours prior to the meeting. The Resolution will also rescind the prior Board adopted resolution establishing public notice for meetings of the Board.

Background: New Mexico state statute requires adoption.

Recommended Action: It is recommended that the Board adopt Resolution 2013-14.

Options/Alternatives: N/A

Fiscal Impact: None

Attachment: Resolution 2013-14

North Central Regional Transit District (NCRTD)

Resolution 2013-14

OPEN MEETINGS ACT

WHEREAS, NMSA 1978, Section 10-15-1 (B) provides that "All meetings of a quorum of members of any board, commission, administrative adjudicatory body or other policy-making body of any state agency, or any agency or authority of any county, municipality, district or any political subdivision held for the purpose of formulating public policy, including the development of personnel policies, rules regulations or ordinances, discussing public business or taking any action within the authority of or the delegated authority of any board, commission or other policy-making body, are declared to be public meetings open to the public at all times, except as otherwise provided in the constitution of New Mexico or the Open Meetings Act"; and,

WHEREAS, NMSA 1978, Section 10-15-3 (A) provides that "No resolution, rule, regulation, ordinance or action of any board, commission, committee or other policy-making body shall be valid unless taken or made at a meeting held in accordance with the requirements of NMSA 1978, Section 10-15-1"; and,

WHEREAS, NMSA 1978, Section 10-15-4 provides that "Any person violating any of the provisions of NMSA 1978, Section 10-5-l or 10-15-2 is guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than five hundred dollars ($500) for each offense"; and

WHEREAS, the State of New Mexico has recently amended the Open Meetings Act by way of 2012 House Bill 21 which changed the rules for posting meeting agendas and taking emergency actions; and

WHEREAS, it is the policy of the NCRTD to maintain policies in full compliance with the state laws as they may, from time to time, be amended and to ensure open and transparent government.

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board, that:

1. Notice shall be given at least 72 hours in advance of any regular meeting of a quorum of the members of the NCRTD Board and the draft agenda will be posted at least seventy-two (72) hours prior to the meeting. A final agenda shall be published at least thirty-six (36) hours prior to the meeting. Except for emergency matters the NCRTD Board shall take action only on items appearing on the agenda. Emergency matters are unforeseen circumstances that, if not addressed immediately by the public body, will likely result in injury or damage to persons or property or substantial financial loss to the public body. Notice shall be provided to all FCC licensed broadcast stations and newspapers of general circulation that have provided a written request for notice of meetings pursuant to NMSA 1978, Section 10-15-1 (D).

2. The regularly scheduled meetings of the NCRTD Board will normally be held on the first Friday of each month beginning at 9:00 am. The location of Board meetings will be at the Jim West Transit Center, 1327 North Riverside Drive, Espanola, New Mexico. In the event that the regular meeting date falls on a legal holiday, the NCRTD Board shall designate an alternate meeting date and/or time at the regular meeting prior to the holiday and shall cause advance notice of the changed meeting date and/or time to be published as provided in this Resolution. In the event that a regular meeting of the governing body is changed to a different location, advance notice of the meeting location shall be posted as provided in this Resolution. The following are the projected dates of the regular meetings for the Calendar 2013:

January 4, 2013
February 1, 2013
March 1, 2013
April 5, 2013
May 3, 2013
June 7, 2013
July 12, 2013*
August 2, 2013
September 6, 2013
October 4, 2013
November 1, 2013
December 6, 2013

*moved from July 5th

3. Notice shall be given at least seventy-two (72) hours in advance of any special meeting of a quorum of the members of the NCRTD Board, or any committee or subcommittee, or other policy-making body where the meeting is held for the purpose of discussing public business or taking any formal action within the authority of such body.

4. All meetings of the NCRTD Board and committees of the NCRTD Board shall be conducted pursuant to the procedural rules as adopted and, from time to time amended, by the NCRTD Board.

5. The notice requirements of this Resolution are complied with by giving notice of the date, time, place and subject matter of any regular or special meeting along with the draft and final agendas for the particular meeting and publication of the draft and final agenda's on the District's web page. "Giving notice" shall mean posting of the agendas on the "notice board" located at the NCRTD Administration Offices and on the District's web page. This Resolution and all agendas shall also be made available in the office of the NCRTD Executive Assistant to the Executive Director who shall maintain the posting for public inspection within the time limits specified.

In addition to the information specified above, all notices shall include the following language:

"If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language, interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats."

6. Notwithstanding any other provisions of Sections 1 through 5 of this Resolution, the NCRTD Board may establish such additional notice requirements as may be deemed proper and advisable to comply with the provisions of the Open Meetings Act or to ensure open and transparent operations by and for the District.

7. A meeting or portion thereof may be closed in accordance with provisions contained in NMSA 1978, Section 10-15-1 (H) of the Open Meetings Act.

8. Notwithstanding any other provision of this Resolution, the governing body of the NCRTD may call, with whatever notice is possible under the circumstances, a meeting of the NCRTD Board , or and subordinate board, commission, committee or other policy-making body of the District to consider or act on any emergency matter. Emergency matters are unforeseen circumstances that, if not addressed immediately by the public body, will likely result in injury or damage to persons or property or substantial financial loss to the public body. Within ten days of taking action on any emergency matter, the NCRTD Board shall report to the Attorney General's office the action taken and the circumstances creating the emergency; provided that the requirement to report to the Attorney General is waived upon the declaration of a state or national emergency.

9. The District encompasses a large geographical area with board and committee membership spread over this large region. In recognition of this fact the Board members and any members of a subcommittee or subordinate body of the Board may participate in a meeting by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any member of the public body who speaks during the meeting.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT ON THIS 7TH DAY OF JUNE 2013.

_____

Daniel Barrone, Chairman

Approved as to form:

_____

Peter Dwyer, Counsel

North Central Regional Transit District
Financial Summary
As of May 29, 2013

Summary:
The North Central Regional Transit District (NCRTD) is currently reporting 10 months of financial activity. The standard for expenses that should be spent for the Eleven month period is 91.6% of the budget.

The month of May does not reflect all expenses because the Finance Department will continue to process invoices for the remainder of the month. There were three (3) pay periods in the month of May and the last payroll was posted on May 31, 2013, and is not reflected in this Financial summary.

All budget figures in the revenue and expense charts and tables have been divided using a straight-line method to allocate monthly budget figures. A comparative analysis in revenue and expenses is presented to compare the previous year operating results.

Financial Highlights

Revenue:
As of May 29, 2013, total revenue of $7,111,464 was received by NCRTD. The revenue consists of $5,083,114 of Gross Receipt Taxes (GRT) collected by participating counties, $1,473,570 of Federal Revenue, $500,000 Local match from Los Alamos County, $54,780 of Proceeds from the Sale of Auctioned Vehicles, Transit Fares, Bank Interest and Miscellaneous Revenue.

The amounts collected in GRT for the months of March 2013, through May 2013 lag two months behind from the counties, from the months of activity. Total collected to date is 76.8% of budgeted revenue.

Expenditures:
For the month ending May 29, 2013, NCRTD recognized expenditures totaling $5,342,377 which is 54.7% of total budgeted expenditures. This percentage is below the standard 91.6% for the time period, mostly due to quarterly (instead of monthly) payments to the City of Santa Fe and Los Alamos County for transit services.

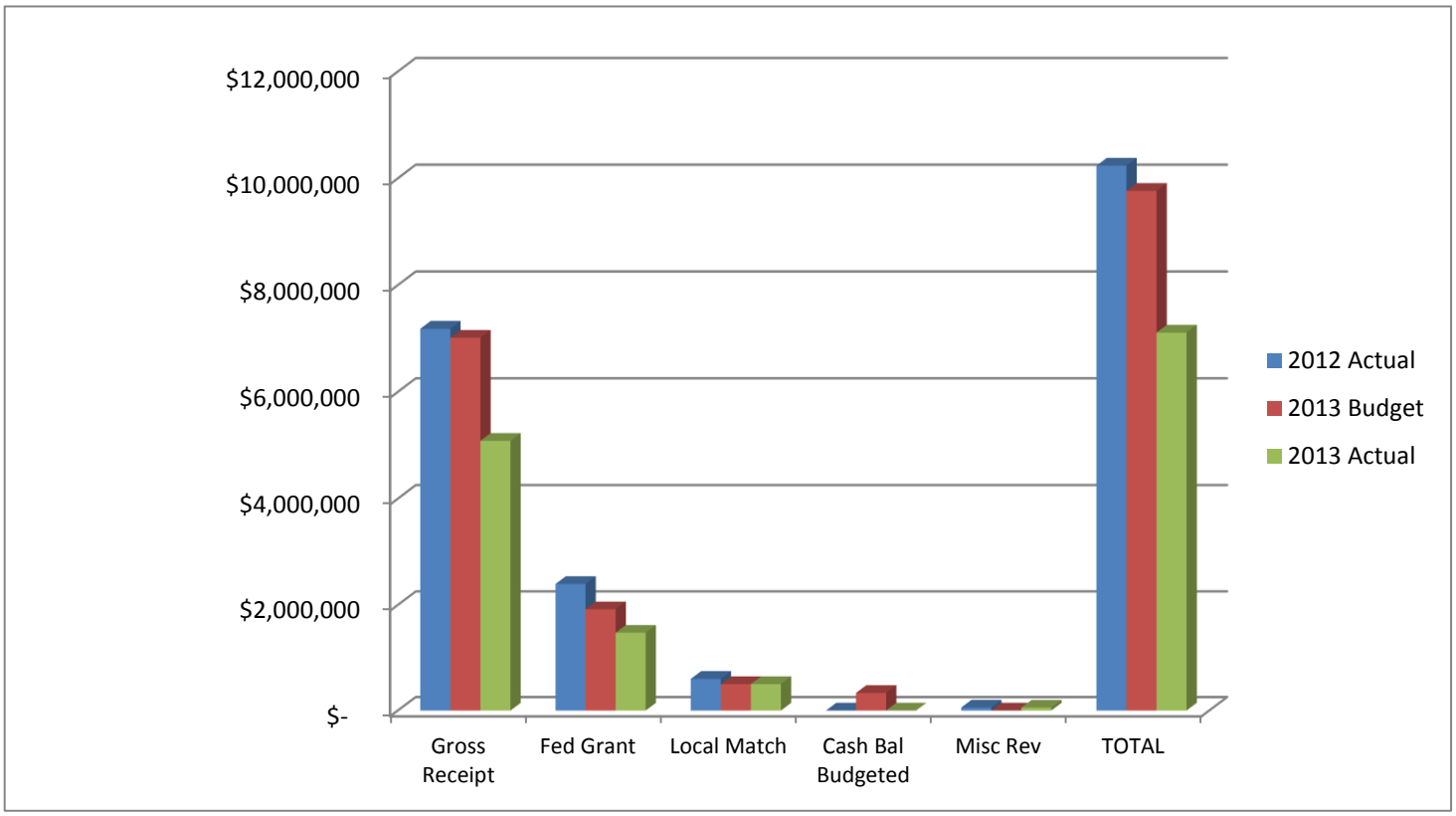
Of the $5,342,377 spent by NCRTD, $661,195 was in Administration, $4,336,027 in Operations and $345,155 was in Capital Outlay.

Administration has spent 56.8% of their budget, Operations has spent 61.2% and 22.8% in Capital Outlay.

Other Financial Updates:

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)
NCRTD Revenue by Sources
As of May 29, 2013

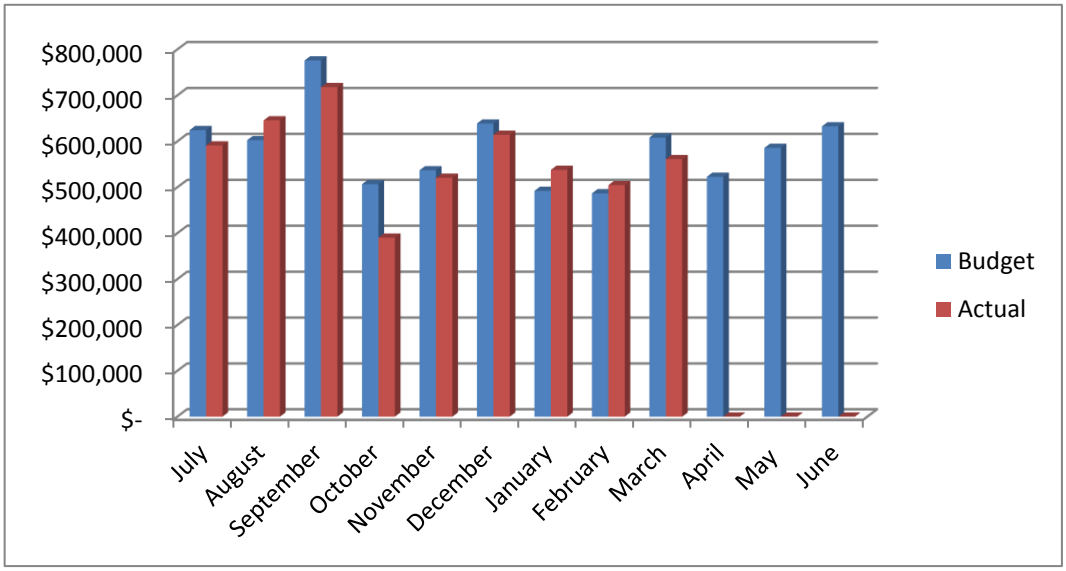


	2012 Actual	2013 Budget	2013 Actual	% of Actual vs budget
Gross Receipt	$ 7,183,334	$ 7,013,800	$ 5,083,114	72.5%
Fed Grant	$ 2,397,970	$ 1,917,879	$ 1,473,570	76.8%
Local Match	$ 600,000	$ 500,000	$ 500,000	100.0%
Cash Bal Budgeted	$ -	$ 333,000	$ -	0.0%
Misc Rev	$ 56,140	$ -	$ 54,780	0.0%
TOTAL	$ 10,237,444	$ 9,764,679	$ 7,111,464	72.8%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue Thru May 29, 2013



Budget to Actual FY2013

($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 624,424	$ 590,848	95%
August	$ 602,595	$ 645,616	107%
September	$ 776,092	$ 717,978	93%
October	$ 506,704	$ 390,333	77%
November	$ 536,922	$ 520,527	97%
December	$ 638,669	$ 614,240	96%
January	$ 492,211	$ 537,863	109%
February	$ 486,854	$ 504,470	104%
March	$ 608,187	$ 561,238	92%
April	$ 522,719	$ -	0%
May	$ 585,819	$ -	0%
June	$ 632,603	$ -	0%
	$ 7,013,799	**$ 5,083,114**	**72%**

Prior Year vs. Current Year

($ thousands)

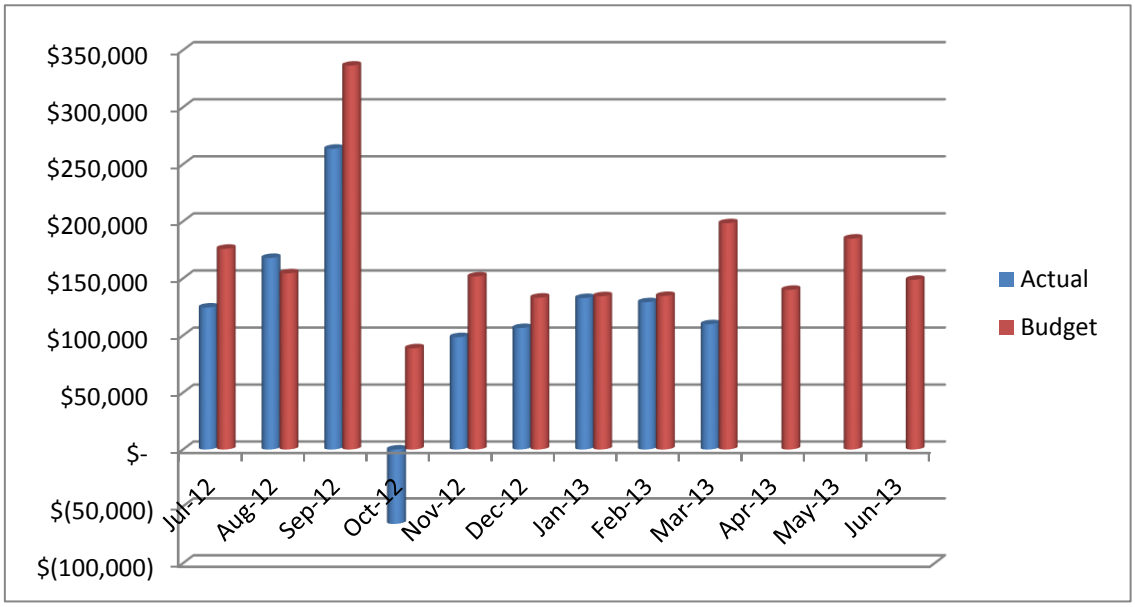
	Prior Year FY2012	Current Year FY2013	Inc/Dec from Prior Year to Current Year
July	$ 537,428	$ 590,848	$ 53,420
August	$ 637,978	$ 645,616	$ 7,638
September	$ 890,381	$ 717,978	$ (172,403)
October	$ 421,413	$ 390,333	$ (31,080)
November	$ 487,320	$ 520,527	$ 33,207
December	$ 706,831	$ 614,240	$ (92,591)
January	$ 607,499	$ 537,863	$ (69,636)
February	$ 354,166	$ 504,470	$ 150,304
March	$ 641,741	$ 561,238	$ (80,503)
April	$ 669,266	$ -	$ (669,266)
May	$ 552,255	$ -	$ (552,255)
June	$ 521,420	$ -	$ (521,420)
	$ 7,027,698	**$ 5,083,114**	**$ (1,944,585)**

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

LOS ALAMOS COUNTY



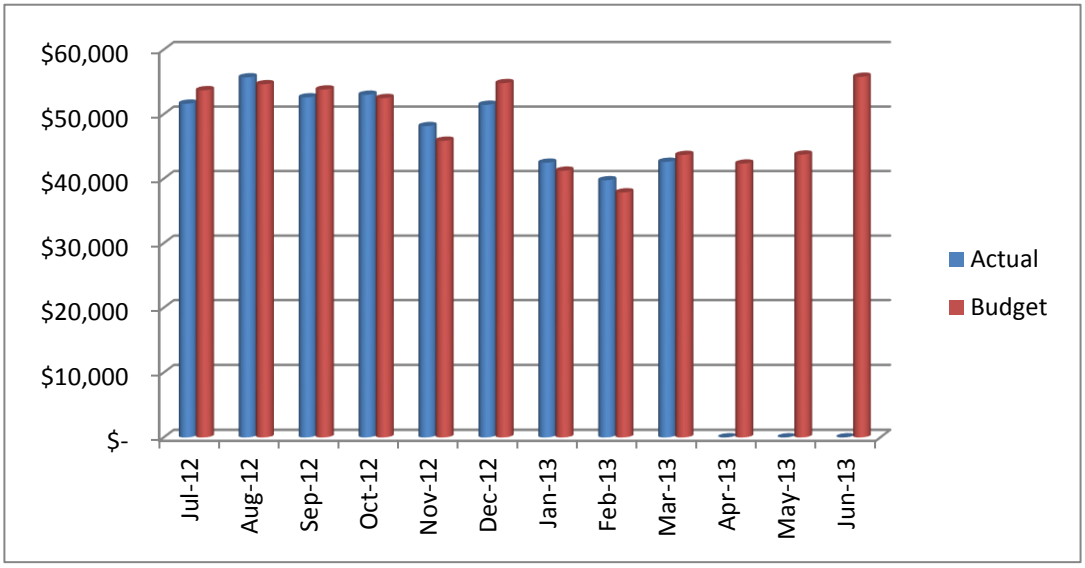
Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
9/24/2012	Jul-12	$ 124,560	$ 176,002	71%
10/26/2012	Aug-12	$ 167,973	$ 154,497	109%
11/26/2012	Sep-12	$ 263,631	$ 336,445	78%
N/A	Oct-12	$ (65,391)	$ 88,794	-74%
1/30/2013	Nov-12	$ 98,601	$ 151,722	65%
2/25/2013	Dec-12	$ 106,557	$ 133,190	80%
3/22/2013	Jan-13	$ 132,835	$ 134,479	99%
4/22/2013	Feb-13	$ 129,189	$ 134,677	96%
TBD	Mar-13	$ 109,903	$ 198,398	55%
	Apr-13		$ 140,028	0%
	May-13		$ 184,921	0%
	Jun-13		$ 148,848	0%
	YTD Total	$ 1,067,859	$ 1,982,001	54%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

RIO ARRIBA COUNTY



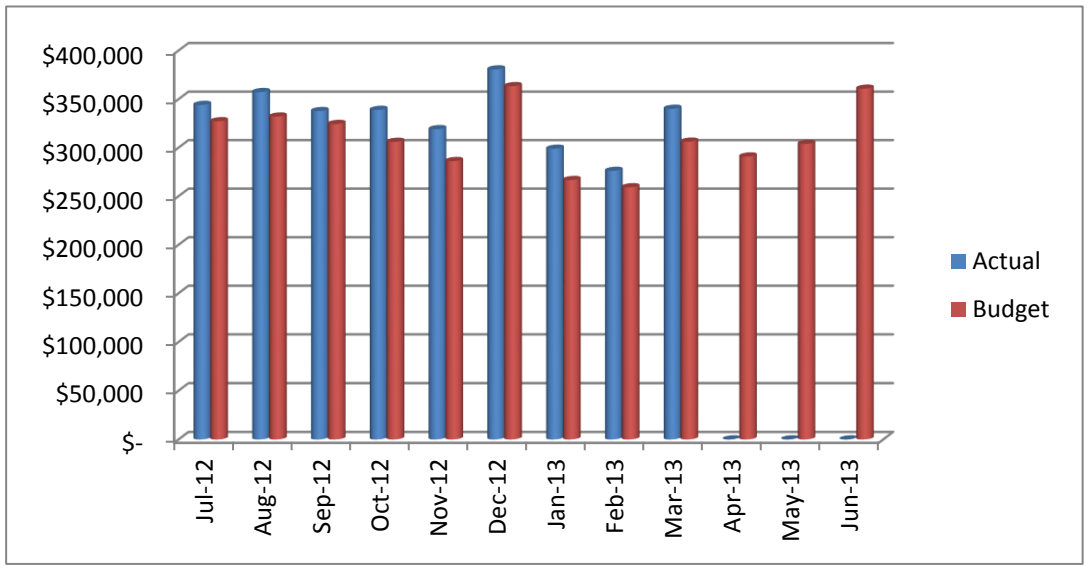
Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
10/11/2012	Jul-12	$ 51,622	$ 53,708	96%
11/8/2012	Aug-12	$ 55,703	$ 54,636	102%
1/9/2013	Sep-12	$ 52,600	$ 53,824	98%
1/9/2013	Oct-12	$ 53,009	$ 52,490	101%
2/7/2013	Nov-12	$ 48,144	$ 45,878	105%
3/1/2013	Dec-12	$ 51,452	$ 54,810	94%
3/28/2013	Jan-13	$ 42,472	$ 41,238	103%
5/13/2013	Feb-13	$ 39,752	$ 37,874	105%
TBD	Mar-13	$ 42,612	$ 43,674	98%
	Apr-13	$ -	$ 42,340	0%
	May-13	$ -	$ 43,732	0%
	Jun-13	$ -	$ 55,796	0%
	YTD Total	$ 437,365	$ 580,000	75%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

SANTA FE COUNTY



Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
9/25/2012	Jul-12	$ 343,976	$ 327,152	105%
10/25/2012	Aug-12	$ 357,202	$ 331,996	108%
11/30/2012	Sep-12	$ 337,614	$ 324,357	104%
12/20/2012	Oct-12	$ 338,872	$ 305,913	111%
1/24/2013	Nov-12	$ 318,969	$ 286,164	111%
2/27/2013	Dec-12	$ 380,531	$ 363,295	105%
3/21/2013	Jan-13	$ 298,821	$ 266,602	112%
4/22/2013	Feb-13	$ 276,041	$ 259,150	107%
5/29/2013	Mar-13	$ 339,972	$ 306,099	111%
	Apr-13	$ -	$ 290,822	0%
	May-13	$ -	$ 303,863	0%
	Jun-13	$ -	$ 360,686	0%
	YTD Total	$ 2,992,000	$ 3,726,099	80%

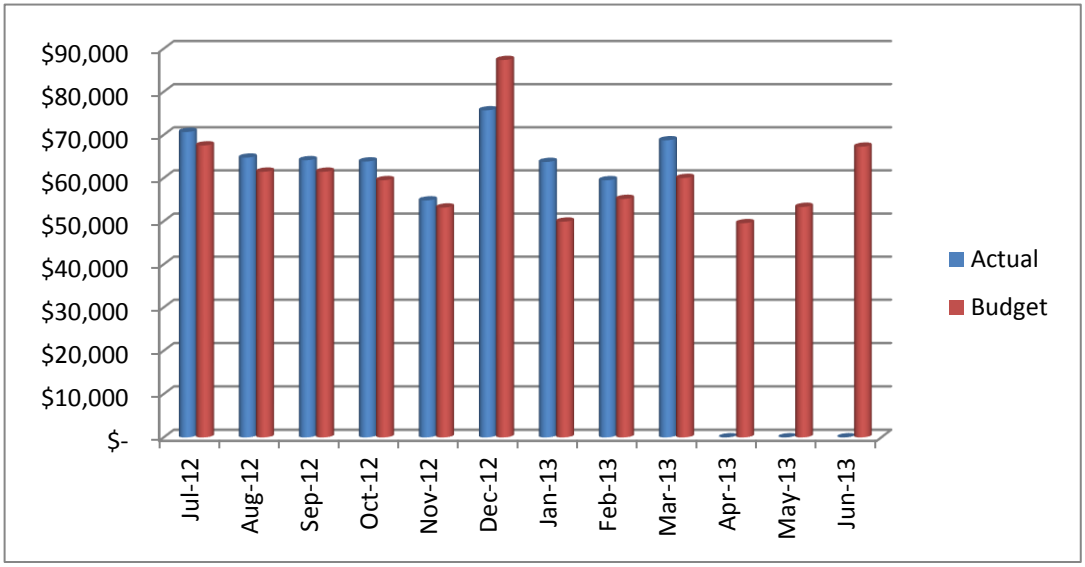
** Note one-half of the SF County GRT is allocated to Rio Metro

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

TAOS COUNTY

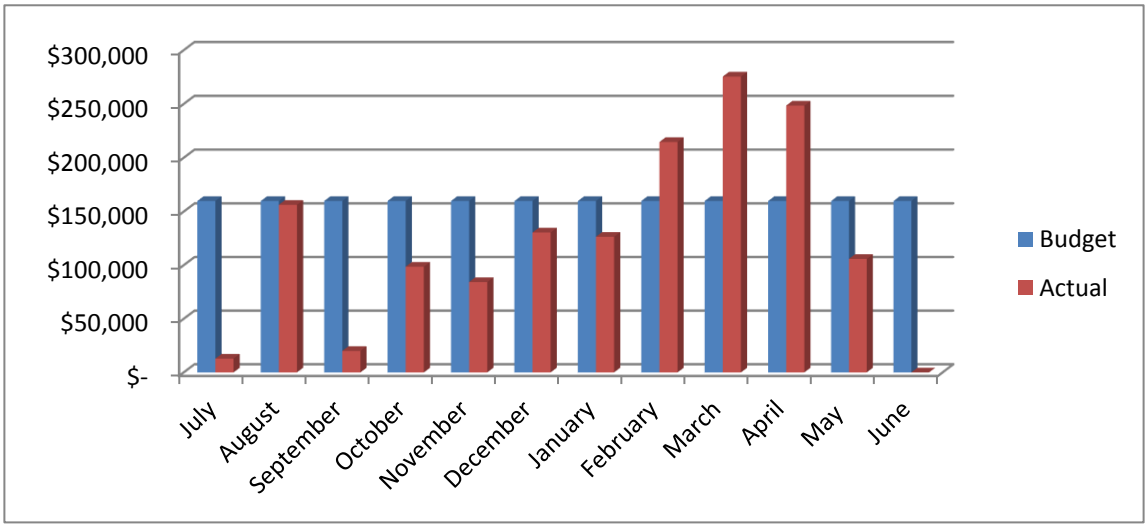


Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
9/22/2012	Jul-12	$ 70,690	$ 67,563	105%
10/22/2012	Aug-12	$ 64,738	$ 61,467	105%
11/26/2012	Sep-12	$ 64,133	$ 61,467	104%
1/9/2013	Oct-12	$ 63,843	$ 59,507	107%
1/30/2013	Nov-12	$ 54,813	$ 53,158	103%
3/1/2013	Dec-12	$ 75,700	$ 87,374	87%
3/22/2013	Jan-13	$ 63,735	$ 49,892	128%
4/25/2013	Feb-13	$ 59,488	$ 55,153	108%
5/29/2013	Mar-13	$ 68,751	$ 60,015	115%
	Apr-13	$ -	$ 49,529	0%
	May-13	$ -	$ 53,303	0%
	Jun-13	$ -	$ 67,272	0%
	YTD Total	$ 585,890	$ 725,700	81%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Grant Revenue



Budget to Actual FY2013
($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 159,823	$ 12,892	8%
August	$ 159,823	$ 156,324	98%
September	$ 159,823	$ 20,023	13%
October	$ 159,823	$ 98,589	62%
November	$ 159,823	$ 84,275	53%
December	$ 159,823	$ 130,478	82%
January	$ 159,823	$ 126,499	79%
February	$ 159,823	$ 214,632	134%
March	$ 159,823	$ 275,465	172%
April	$ 159,823	$ 248,497	155%
May	$ 159,823	$ 105,895	66%
June	$ 159,823	$ -	0%
	$ 1,917,879	**$ 1,473,570**	77%

Prior Year vs. Current Year
($ thousands)

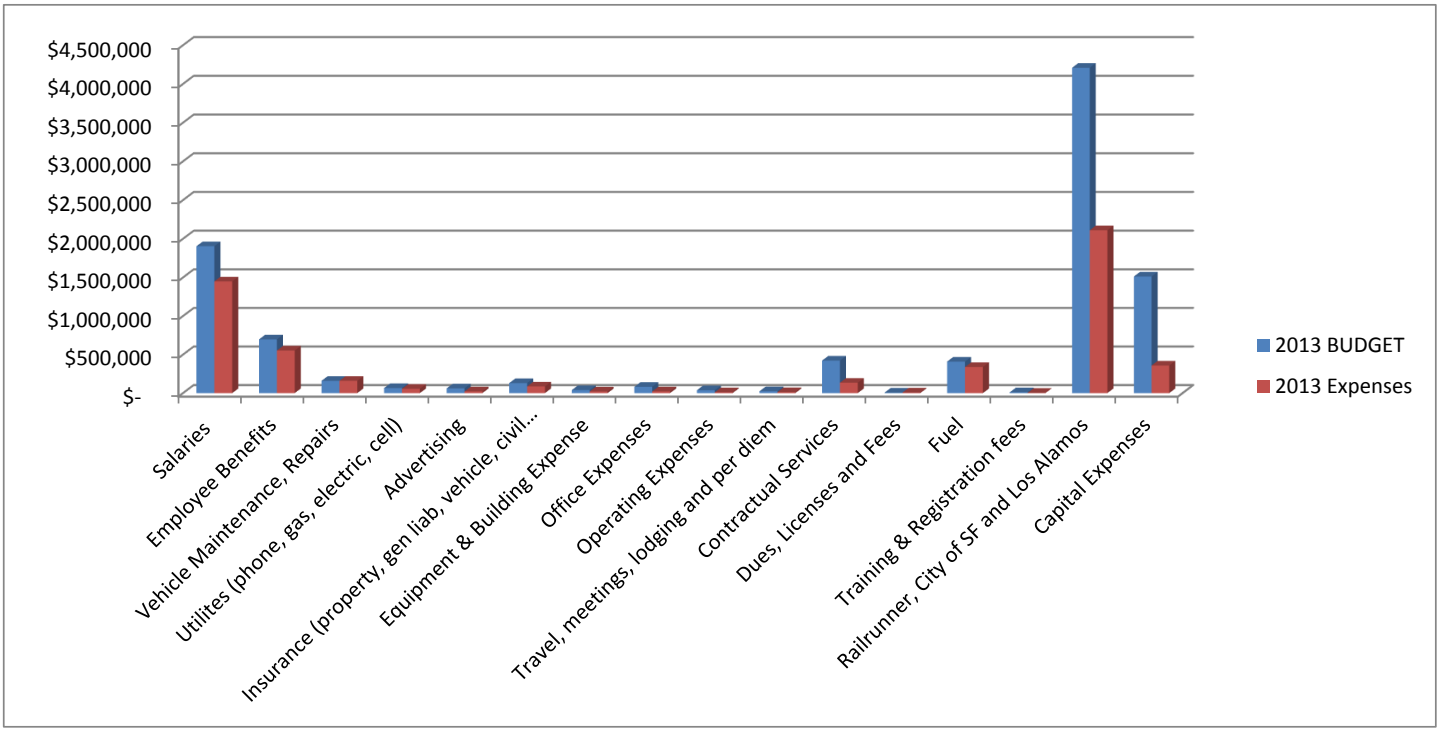
	Prior Year FY2012	Current Year FY2013	Inc/Dec from Prior Year to Current Year
July	$ 117,255	$ 12,892	$ (104,363)
August	$ 277,214	$ 156,324	$ (120,890)
September	$ 147,307	$ 20,023	$ (127,284)
October	$ 106,559	$ 98,589	$ (7,970)
November	$ -	$ 84,275	$ 84,275
December	$ 78,638	$ 130,478	$ 51,840
January	$ 166,375	$ 126,499	$ (39,876)
February	$ 630,114	$ 214,632	$ (415,482)
March	$ 160,966	$ 275,465	$ 114,499
April	$ 315,561	$ 248,497	$ (67,064)
May	$ 153,703	$ 105,895	$ (47,808)
June	$ 192,660	$ -	$ (192,660)
	$ 2,346,352	**$ 1,473,570**	

MONTHLY BOARD REPORT

FY2013 (July 1, 2021 to June 30, 2013)

NCRTD Expenses by Type

As of May 29, 2013



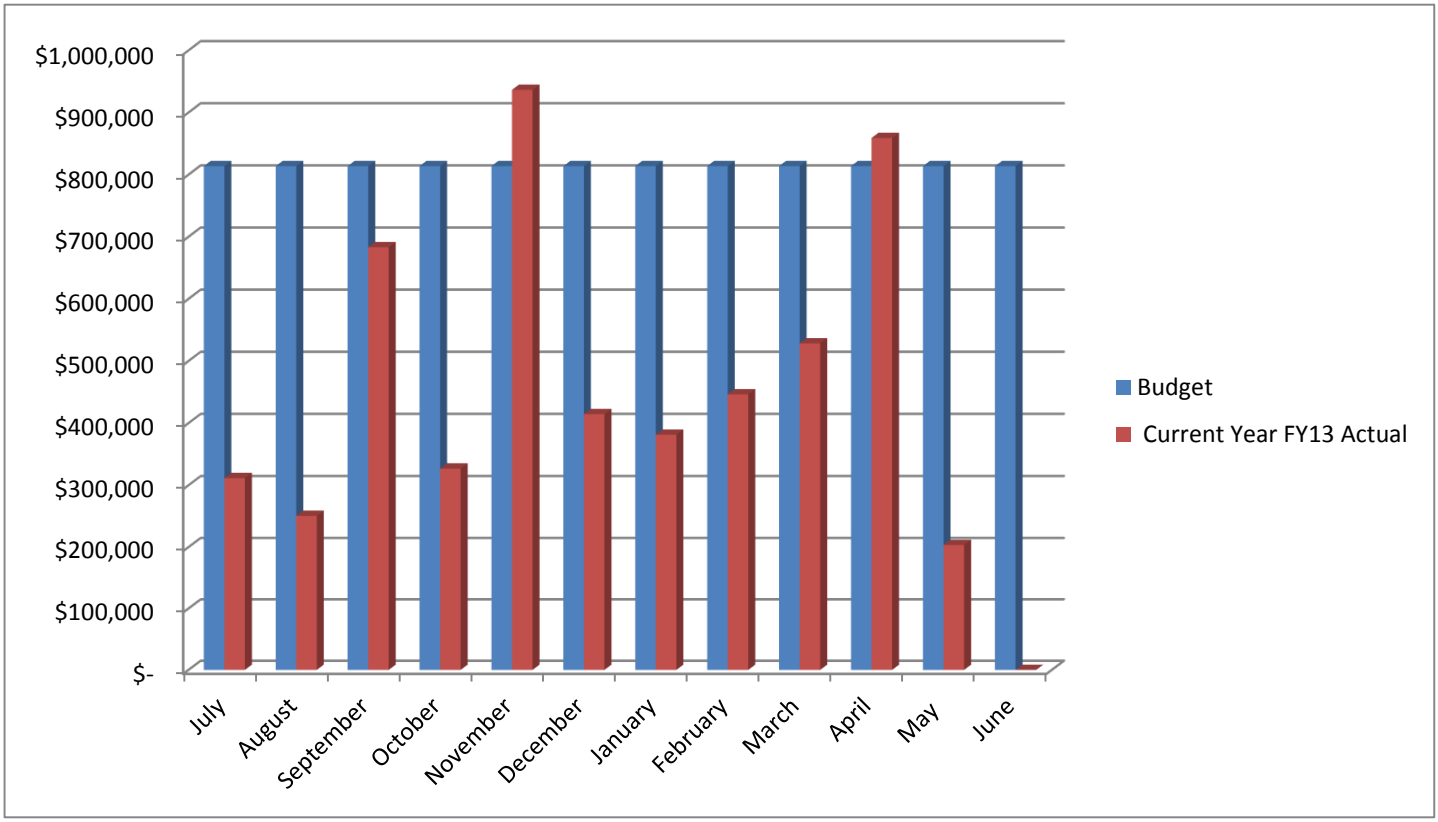
Comparative Expenses by Type

	2013 BUDGET	2013 Expenses	YTD Budget Variance -91.6%
	$	$	
Salaries	$ 1,903,838	$ 1,448,898	76.1%
Employee Benefits	$ 696,278	$ 552,634	79.4%
Vehicle Maintenance, Repairs	$ 159,000	$ 159,788	100.5%
Utilites (phone, gas, electric, cell)	$ 65,332	$ 56,045	85.8%
Advertising	$ 61,350	$ 21,941	35.8%
Insurance (property, gen liab, vehicle, civil rights)	$ 130,000	$ 85,956	66.1%
Equipment & Building Expense	$ 38,900	$ 21,144	54.4%
Office Expenses	$ 81,765	$ 22,338	27.3%
Operating Expenses	$ 37,400	$ 10,370	27.7%
Travel, meetings, lodging and per diem	$ 23,811	$ 11,791	49.5%
Contractual Services	$ 421,300	$ 134,347	31.9%
Dues, Licenses and Fees	$ 6,600	$ 7,473	113.2%
Fuel	$ 408,600	$ 338,550	82.9%
Training & Registration fees	$ 9,900	$ 3,302	33.4%
Railrunner, City of SF and Los Alamos	$ 4,208,280	$ 2,110,000	50.1%
Capital Expenses	$ 1,512,326	$ 357,802	23.7%
TOTAL	$ 9,764,680	$ 5,342,377	54.7%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

NCRTD BUDGET EXPENDITURES OVERALL



Budget to Actual FY2013
($ thousands)

	Prior Year FY12 Actual	Budget	Current Year FY13 Actual	Inc/Dec of Budget vs Actual
July	$ 142,344	$ 813,723	$ 311,578	$ 502,145
August	$ 963,643	$ 813,723	$ 250,791	$ 562,932
September	$ 721,573	$ 813,723	$ 683,194	$ 130,529
October	$ 837,581	$ 813,723	$ 326,905	$ 486,818
November	$ 739,592	$ 813,723	$ 936,614	$ (122,891)
December	$ 1,080,601	$ 813,723	$ 414,507	$ 399,216
January	$ 275,156	$ 813,723	$ 381,446	$ 432,277
February	$ 485,137	$ 813,723	$ 446,430	$ 367,293
March		$ 813,723	$ 528,488	$ 285,235
April		$ 813,723	$ 859,019	$ (45,296)
May		$ 813,723	$ 203,405	$ 610,319
June		$ 813,723	$ -	$ 813,723
	$ 5,245,627	**$ 9,764,680**	**$ 5,342,377**	**$ 4,422,303**

55%

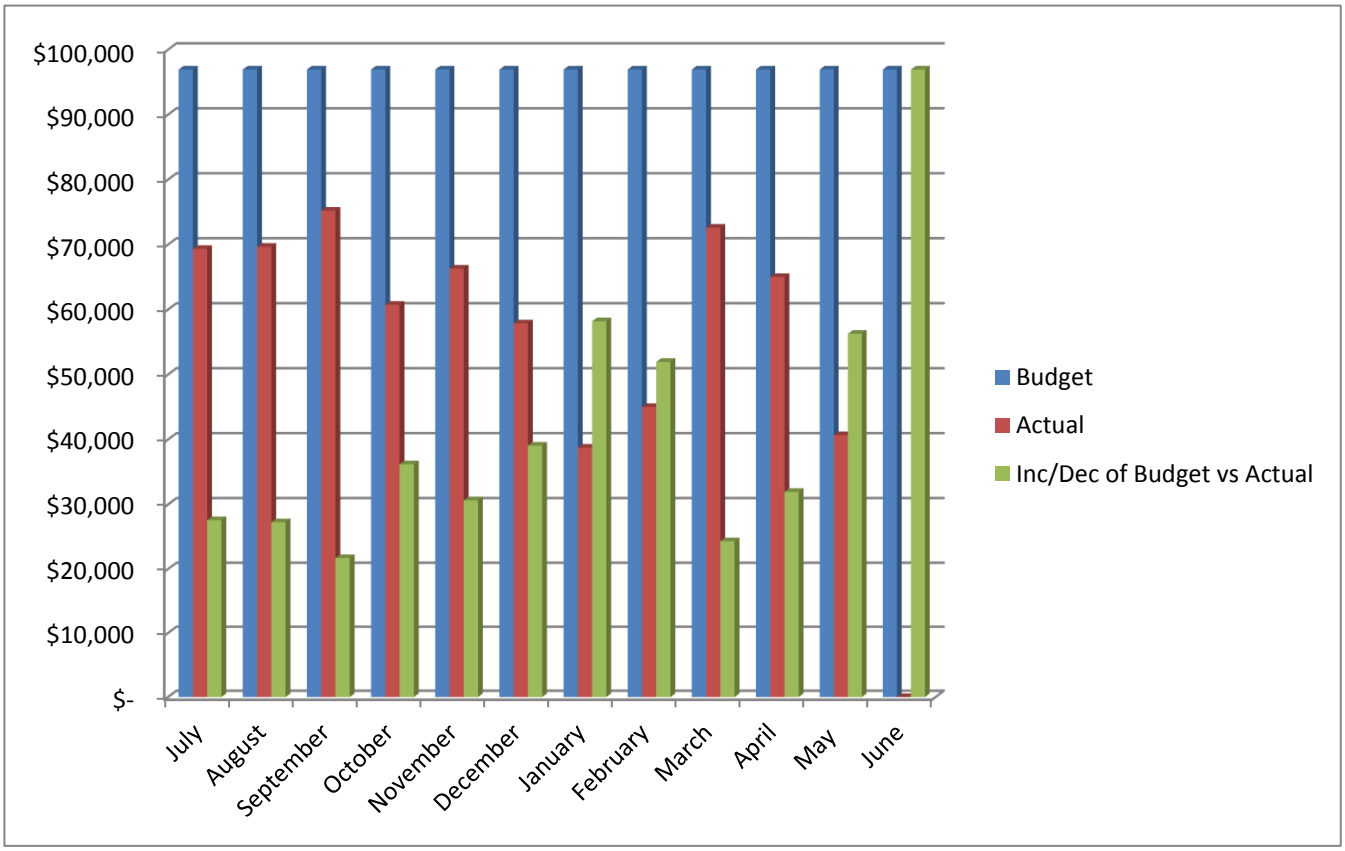
TOTAL NCRTD Budget

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Administration Expense Summary

Year to Date Budget Variance - 91.6%



Budget to Actual FY2013
($ thousands)

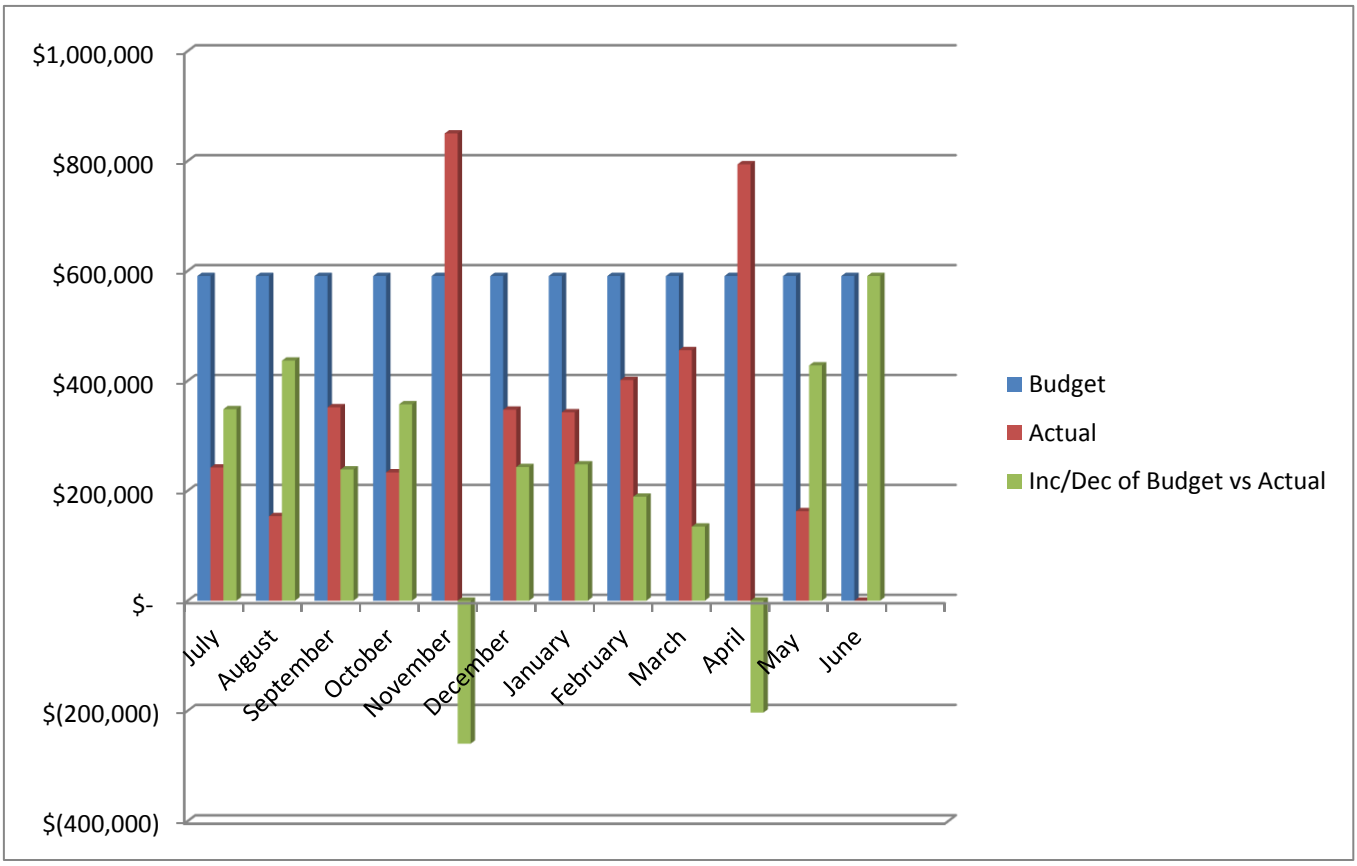
	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance -91.6%
July	$ 96,949	$ 69,348	$ 27,601	71.5%
August	$ 96,949	$ 69,675	$ 27,274	71.9%
September	$ 96,949	$ 75,225	$ 21,724	77.6%
October	$ 96,949	$ 60,747	$ 36,202	62.7%
November	$ 96,949	$ 66,298	$ 30,651	68.4%
December	$ 96,949	$ 57,883	$ 39,066	59.7%
January	$ 96,949	$ 38,744	$ 58,205	40.0%
February	$ 96,949	$ 44,995	$ 51,954	46.4%
March	$ 96,949	$ 72,604	$ 24,345	74.9%
April	$ 96,949	$ 65,004	$ 31,945	67.0%
May	$ 96,949	$ 40,673	$ 56,276	42.0%
June	$ 96,949	$ -	$ 96,949	0.0%
	$ 1,163,388	**$ 661,195**		**56.8%**

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Operating Expense Summary

Year to Date Budget Variance - 91.6%



Budget to Actual FY2013
($ thousands)

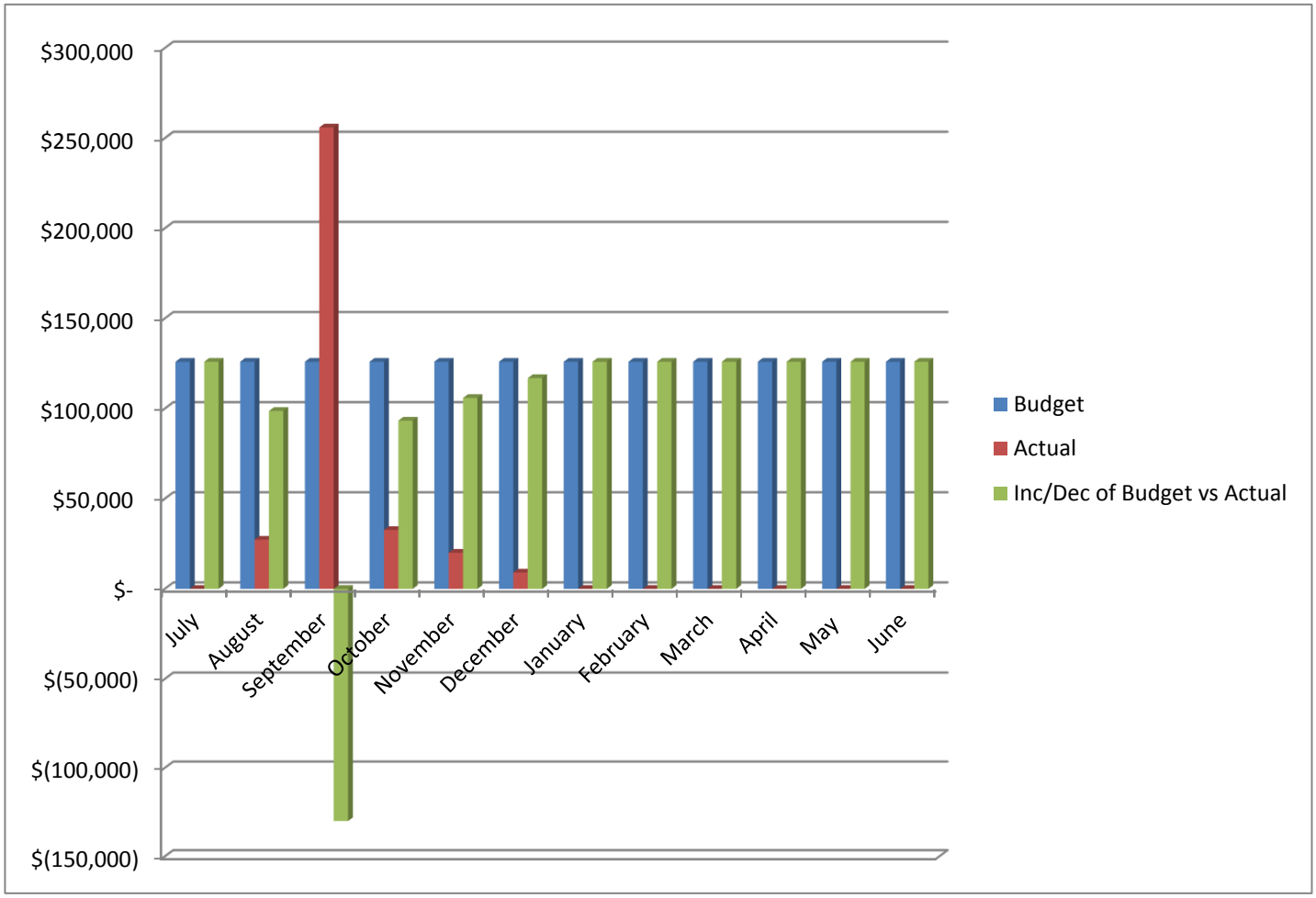
	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance -91.6%
July	$ 590,747	$ 242,230	$ 348,517	41.0%
August	$ 590,747	$ 153,801	$ 436,946	26.0%
September	$ 590,747	$ 351,985	$ 238,762	59.6%
October	$ 590,747	$ 233,461	$ 357,286	39.5%
November	$ 590,747	$ 850,247	$ (259,500)	143.9%
December	$ 590,747	$ 347,534	$ 243,213	58.8%
January	$ 590,747	$ 342,702	$ 248,045	58.0%
February	$ 590,747	$ 401,435	$ 189,312	68.0%
March	$ 590,747	$ 455,885	$ 134,863	77.2%
April	$ 590,747	$ 794,015	$ (203,268)	134.4%
May	$ 590,747	$ 162,732	$ 428,015	27.5%
June	$ 590,747	$ -	590,747.17	0.0%
	$ 7,088,966	**$ 4,336,027**		**61.2%**

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Capital Expense Summary

Year to Date Budget Variance - 91.6%



Budget to Actual FY2013
($ thousands)

	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance -91.6%
July	$ 126,027	$ -	$ 126,027	0%
August	$ 126,027	$ 27,315	$ 98,712	22%
September	$ 126,027	$ 255,984	$ (129,957)	203%
October	$ 126,027	$ 32,697	$ 93,331	26%
November	$ 126,027	$ 20,069	$ 105,958	16%
December	$ 126,027	$ 9,090	$ 116,937	7%
January	$ 126,027	$ -	$ 126,027	0%
February	$ 126,027	$ -	$ 126,027	0%
March	$ 126,027	$ -	$ 126,027	0%
April	$ 126,027	$ -	$ 126,027	0%
May	$ 126,027	$ -	$ 126,027	0%
June	$ 126,027	$ -	$ 126,027	0%
	$ 1,512,326	**$ 345,155**		**22.8%**

NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD)
FINANCE SUBCOMMITTEE

April 24, 2013
9:00 a.m. - 11:00 a.m.

Executive Conference Room
1327 N. Riverside Drive
Espanola, NM 87532

AGENDA

CALL TO ORDER: Tim Vigil, Chair

Roll Call:

ITEMS FOR DISCUSSION/RECOMMENDATION:

A. Draft FY 14 Budget, FY 14 Ten Year Capital Investment Plan and Long Range Financial Projections Moderate Case Scenario : *Sponsor:* Anthony Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Manager. *Attachments: Memo and draft budget*

B. Minutes from March 22, 2013 meeting. *Attachments: Draft Minutes*

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language Interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

Finance Subcommittee

Meeting April 24, 2013

9:00 a.m.

Board Members Present: *Tim Vigil - Pojoaque Pueblo, Miguel Chavez - Santa Fe County, Leandro Cordova - Taos County, Geoff Rodgers (Telephonically) - Los Alamos County*

Staff Present: *Anthony Mortillaro – Executive Director, Michael Kelly – Transit Operations and Maintenance Manager, Gus Martinez – Fleet Manager, Glenda Aragon – Finance Manager, Pat Lopez – Finance Analyst, Jim Nagle – Public Information Officer*

Absent: *Barney Trujillo – Rio Arriba County*

Transcribed By: Dalene E. Lucero

ROLL CALL

APPROVAL OF AGENDA

A. Draft FY14 Budget, FY14 Ten-Year Capital Investment Plan and Long Range Financial Projections Moderate Case Scenario

Mr. Mortillaro stated that he would like to first discuss revenues and then get into the expenditure side of the Draft budget. More particularly, Mr. Mortillaro stated that he wasn't going to go through the roll-up of the entire budget, however he would then have the Department Heads present their portion of the proposed budget as well as focus on any large variances in their line items, such as increases, decreases, staff additions or changes in how they operate.

Mr. Mortillaro referenced the revenue chart in the board packet and stated that NCRTD would be providing two years of actuals, the budgeted, and an overall summary of where the budget stands as of April 15th and what NCRTD's request is in terms of the proposed budget.

Mr. Mortillaro explained that currently NCRTD has four revenue sources: Federal, State, and GRT—the largest source of funding, a contribution from Los Alamos County and miscellaneous revenue.

Mr. Mortillaro then turned it over to Pat Lopez to explain the revenue side of the budget.

Mr. Lopez referenced page six of the revenue breakdown in the subcommittee packet in which he began with the FY 11 Actuals and FY 12Actuals, stating that the FY 12 Actuals are throughout the course of the year, and the FY13 Actuals is the operating budget by which they run from July 1, 2013 to April 15, 2013.

Mr. Lopez began to explain the 5311 Grant as a Public Transportation and Rural and Non-urbanized Areas Grant in which he stated that it was broken out between Administration, Operating and Capital Outlay accounts. Mr. Lopez also made note that the Federal Fiscal Year runs from October 1, 2012 to September 30, 2013 whereas the State Fiscal Year runs from July 1, 2012 to June 30, 2013. He further explained that because of the different fiscal years, the Administration Grant must be broken out between grant year 13 and grant year 14; NCRTD must budget 3 months of the State Fiscal Year and 9 months of the Federal Fiscal Year into the State Fiscal Year.

The 5311/Administration grant includes Finance, the Public Information Officer and the Executive Director and is being budgeted at $496,501.20, by which the NCRTD received a slight increase in federal funding from the prior Fiscal Year. The 5311/Operating budget includes Drivers, Fleet Facility Maintenance Manager, etc. This budget totals $815,560, which is a large increase from FY13 which was $605,000.

In the 5311/Capital Outlay grant the operating budget was $289,000, which was a large decrease from FY13 to FY14, in which NCRTD only receive $96,000, which is for a replacement of fleet and was much lower from New Mexico Department of Transportation.

Mr. Lopez then went on to further explain the 5316/JARC/Operating budget.

Mr. Mortillaro noted that JARC was an acronym for Job Access Reverse Commute.

Mr. Lopez continued the explanation further stating that the grant is used to help low-income individuals to commute to and from work and school. NCRTD received $58,089, and the reason being is because as of October 1st of the new Federal Fiscal Year, they are going to consolidate the 5316 grant with the 5311 grant. Therefore, NCRTD is budgeting $58,089, for the first three (3) months of the State Fiscal Year, which is the end of the Federal Fiscal year. Due to the consolidation of 5311 and 5316 grant there is a large increase in the 5311 operating grant of $815,60, versus the $605,000 that was budgeted for FY13.

Mr. Mortillaro continued stating that the grants required matching dollars from the District. For example in Administration and Capital the grants require an 80/20 match and in Operating they require a 50/50 match. Therefore, the District overmatches what we are given and what we are budgeting.

Mr. Miguel Chavez replied, requesting a spreadsheet of the match break-down. Mr. Chavez also questioned how the administration side of the budget would deal with the cost of living increase or salary increases within the workforce.

Mr. Mortillaro responded stating that informer budgets a place holder would be held in lump sum amounts within the budget. Therefore, in this budget everything is built into the salaries and benefits and if the board approves it, then the allocations are built in, if the board approves a lesser amount, then the only thing that's expended is the lesser amount.

Mr. Chavez then questioned if the allocation would be based on a Consumer Price Index or another formula.

Mr. Mortillaro then responded stating that it was a combination of the two, however it would be addressed further, later on in the meeting.

Mr. Tim Vigil requested that all subcommittee members receive a copy of the matching requirement.

In response Mr. Mortillaro stated that NMDOT has a methodology and formula in how they allocate the federal pass through dollars in each of these categories to each of the agencies, and within that they show what NCRTD's match is.

Mr. Lopez continued stating that although we get a federal grant, we budget by state fiscal year. He then proceeded to discuss the 5304 planning grant of which the District will receive $151,250; $120,000 of the $151,250 received will be used for the Service Plan Update, and $31,000, of the remaining balance will be used for the Conceptual Design of the Transit Maintenance Facility. This will be discussed further later on in the presentation. Mr. Lopez also stated that the $333,800 of the Veteran's Initiative Grant was year-marked for bus reporting and AVL routing software; $272,000 is coming from the Veteran's Administration and $61,800 is coming from NMDOT.

Mr. Mortillaro then stated that the overall project is $450,000. However, $333,800, is the grant money in which the District has received; on the veteran's side it was an 80/20 match, on the state side it was a 50/50, and therefore our match is the remaining balance. You will see it in the actual project budget in Capital where the difference is.

Mr. Lopez continued discussion of the overall budget stating the District received $170,000 in Capital Outlay money from the state legislature to contribute towards the purchase of four (4) replacement buses. He also mentioned that the Los Alamos County contribution that the District received has decreased from $660,000, in FY11 to $450,000. For FY14 we are requesting $6,720,765, in Gross Receipts Tax money. Mr.

Lopez noted that there are four (4) recipients of GRT, Santa Fe County, Rio Arriba, Taos County and Los Alamos. For Los Alamos County, the District is requesting $1,474,265 in GRT, which is what we projected in Fiscal Year 13. For FY14 in Rio Arriba County, we are requesting $580,000, for our operating budget. For Santa Fe County, we are anticipated to receive $3,995,000, in FY13 which is almost equivalent to FY12 which we reduced 2% from FY13.

Mr. Mortillaro questioned Mr. Chavez on whether or not Santa Fe County has discussed their projections for FY14.

Mr. Chavez responded, stating they have not, so he was unaware of what the projections or the actuals were at this point.

Mr. Lopez proceeded to explain the overall budget, continuing with Taos County in which it was projected that the District receive $757,000, which was a slight decrease from the operating budget of about $751,000. He also noted that the District was taking a more conservative approach, and that the District is very confident that it will meet its projections.

Mr. Mortillaro questioned Mr. Rodgers on whether or not he felt as if the District was being conservative enough based on what he sees going on in Los Alamos County.

Mr. Rodgers responded stating that just like the District Los Alamos County is also taking a more conservative approach with more of a flat budget. He also mentioned that the President's budget entailed a 7% increase, however the County was not going to factor that into the budget until it is passed through congress.

Mr. Mortillaro responded stating it was good that everyone was on the same page in regards to that revenue source.

Mr. Cordova noted that Taos County was also being very conservative in which they are expecting a 1% decrease.

Mr. Lopez went on to reference page six (6) of the packet, and explain the miscellaneous revenue. He stated that the District has budgeted $40,000, for the sale of fleet that has any excess mileage or is outdated. He also mentioned that there was $10,000, included in the projections for advertising purposes. Mr. Lopez also noted that the insurance proceeds received from damaged fleet also falls under the miscellaneous revenue. He then finished the revenue report stating the total miscellaneous revenue totals $9,331,965.

Mr. Mortillaro then thanked Mr. Lopez for the revenue report and proceeded to mention that the budget is balanced without utilizing the reserve accounts, which required

decisions to be made on what Capital Outlay projects would be carried forward for expenditure, which we will get into when discussing Capital a bit further.

Mr. Mortillaro proceeded to discuss the Administration side of the budget which includes Admin, Human Resources, IT, Contractual services and so on. The salaries and benefits are represented by four (4) positions which include the Executive Director, the Executive Assistant, the Public Information Officer, Human Resource/Safety and Risk Management Administrator and any recommended salary increase are rolled into this based upon board approval.

Mr. Mortillaro then mentioned the Total Contracts line item which includes Basham & Basham, DotFoil-IT, the Service Plan Update, etc. Line items such as postage, telephone, and internet are very standard items. He noted that services like RediNet are around $300.00, a month in which the cost is allocated amongst the different departments based upon the number of computers. Advertising is slightly up from prior years, but below FY11 actuals and is related to marketing and promotion of the District.

Mr. Nagle noted that the costs associated with this projection was the latest promotional item—the billboard that will be put up on Highway 285 between Pojoaque and Espanola; there is about $4,000 devoted to that. There is also an additional $6,000, for giveaways for any marketing events that we attend throughout the year, such as key chains, pens, luggage tags, etc. He mentioned that these items were the bulk of the advertising budget, however it is still much less than the FY11 Actuals of $91,340.

Mr. Mortillaro thanked Jim for his clarification and asked if anyone had questions regarding the Advertising budget.

Mr. Vigil questioned whether or not the District has contacted the Casinos regarding free advertisement on their reader boards.

Mr. Nagle responded stating they had not, but he would look into it further.

Mr. Chavez then asked Mr. Nagle if he had been working in the direction of Lodgers Tax Boards such as Visitors Centers, Chamber of Commerce, etc.

Mr. Nagle responded stating that the District does a lot of outreach with those types of entities, and noted that they had schedules, rack cards and route maps out to the Chamber of Commerce's, Bienvenidos, Chama Chamber of Commerce, Taos Visitors Center, Edgewood, etc.

Mr. Cordova asked if the District had inquired about the Lodgers Tax Funding for advertising.

Mr. Mortillaro then responded stating that they had not, but that all Chamber dues are paid for under the Dues and Subscriptions line item; the District is a member of every chamber of commerce throughout the four-county region. He also noted that the District receives all chamber benefits.

Mr. Nagle noted that he is working with Los Alamos to update the NCRTD page on their website.

Mr. Mortillaro also mentioned that rider alerts and any other correspondence is sent to Santa Fe County and scrolled into the message board on the main webpage as well as any other web pages such as Rio Arriba County, Santa Fe County, City of Santa Fe, etc. He then moved on to the next line item, advertising other line item, which is used to pay for job advertising. Next, Mr. Mortillaro noted that the IT Hardware/Software Support has increased substantially. He stated that annually the IT contractors conduct a vulnerability assessment, and based upon that review they've noted where equipment must be added for back-up storage, for disaster recovery and replacement of four (4) workstations. The old workstations will be placed in the employee break area for use with the new web based time keeping module. Lastly, Mr. Mortillaro mentioned the upgrade of software programs within the organization to Microsoft Online 365. He stated that the budget includes an annual allocation of the monthly fee for this program of $14.00, a month for each of the 15 – 16 workstations within the organization. The program offers upgrades every time a new software program is established instead of having to purchase new licenses for every update.

Mr. Vigil then questioned Mr. Mortillaro, asking where the disaster recovery equipment would be housed.

Mr. Mortillaro responded stating that they would be held in the server/IT room which would also be backed up by off-site servers as well. Overall, this operating budget is less than the prior year's budget, however in some areas we did increase based on overall goals or objectives.

Mr. Mortillaro then turned it over to Ms. Glenda Aragon to explain the overall finance budget.

Ms. Glenda Aragon began to give a brief summary of the Finance Department, explaining that it was run by the Finance Manager, the Finance Analyst and the Finance Specialist. The department handles all financial aspects of the District in terms of generating all the accounts payables, receivables, and payroll, as well as maintain the general ledger and budgets.

Ms. Aragon went on to explain the actual budget starting with the total salaries and benefits portion of the budget totaling $245,000, next she explained that the contracts which consist of $23,400 for audit as well as having Section 125 in Cobra Administration, which was administered through the State of New Mexico – Risk Management Division and will no longer be done through them after this FY. Therefore, the District now has the responsibility of taking on the administration of that, so the District will probably look into hiring a contractor to do so. Ms. Aragon then noted that the District is required by law to have Section 125 of Cobra Benefits, which will run about $1,800, for the year. She also explained why the budget was less than the prior year was due to the prior year Actuals being only $23,000 of which she requested an analysis from the auditors, and they recommended it be increased $4,000 which also includes GRT. Ms. Aragon continued to the Bank Service Charges line item stating that the District was looking into purchasing a bank reader due to the fact that the District banks with Los Alamos National Bank and currently the deposits are being made at a drop box, whereas the bank card reader will allow the deposits to be read electronically and be deposited into the bank, which will also interface with the current system and eliminate the process to manually post the deposits which would be more efficient.

Ms. Aragon proceeded with remainder of the budget noting that overall the Finance Department had requested less for overall expenditures. She went on to mention that the Internet and Telephone Services would be allocated for the number of telephones and computers in the department; the Internet services will total about $720.00, a year, and the telephones will total $ 1,440.Ms. Aragon continued with the Software Support line item which will total about $5,500 for renewal of the current system as well as the addition of a new timecard module which will interface with the current accounting software and will cost up to an additional $2,000. In addition to that the IT support for the various software modules is also included in the $9,700 projection. Under the Furniture and Equipment line item, the Financial Specialist will be getting a new computer which will total $1,250, in which the old equipment will be moved into the employee break room. Ms. Aragon went on to mention that the Training and materials line item has increased so the staff can obtain materials to conduct internal audits to in turn be prepared for the external audit as well as be in compliance.

Mr. Mortillaro then passed it over to Mr. Michael Kelly to review the Operations Budget.

Mr. Kelly started by explaining that the overall Operations Admin budget covers the Transit and Facility Operations Manager, the Project and Grants Specialist and the Operations Specialist. He noted that the overall operations budget was very standard just like the other portions of the budget with very minimal change. Mr. Kelly proceeded to the Driver portion of the budget in which there is a substantial increase in salaries due to

the new union contract. He then moved on to Worker's Compensation stating that it was rolled up into the Salaries and Benefits portion totaling $107,000. Mr. Kelly went on to explain the remainder of the budget in brief.

Mr. Gustavo Martinez began to explain the Fleet/Building segment of the budget stating that the budget would increase about $120,000, overall which is due to vehicle maintenance and tires. He mentioned that there was about 20 units that were purchased in previous fiscal years that are coming out of warranty, which in turn the District has to cover. He also noted that with the price of fuel tire prices have also risen, which is also a major issue. Mr. Martinez continued stating that additional dollars were added to purchase signage and bus shelters.

Ms. Aragon noted that the janitorial contract was also included in the fleet and building budget which adds an additional $24,000.

Mr. Mortillaro agreed, however he stated that there was an offset because last year the District budgeted for a custodial position but in turn the cost savings of having a custodial contract was more beneficial, so the District eliminated the custodial position out of the budget. He also mentioned that a part-time driver position would be added to ensure full coverage, however it is not a new position it is a matter of moving the position over.

Mr. Mortillaro went on to explain the Non-RTD budget. He noted that based upon a Resolution passed in 2008 as well as an Intergovernmental agreement that was entered into with the Rio Metro Regional Transit District, the NCRTD is required to give 50% of all GRT revenue generated within Santa Fe County to the Railrunner, therefore the projection for FY14 to the Railrunner will total $1,957,780. Next he went on to mention the reimbursement for Los Alamos County and City of Santa Fe is based on the allocation formula in which the board approved. However, it doesn't necessarily mean that they will be reimbursed to that level because they are required to submit quarterly statements for reimbursement based on a national cost allocation model. Therefore, they can be reimbursed up to this amount based on regional routes approved by the Board of Directors. Annually both Los Alamos County and City of Santa Fe Submit a Resolution with their Transit Service Plan which includes the regional routes that meet the definition of the Board's adopted financial policies.

Mr. Mortillaro went on to state that the District has requested all Transit Service Plans be submitted to the Board by the June Board meeting, and once approved they're eligible to submit reimbursements up to the budgeted amount. Overall, Non-RTD expenses are about 49% of our total operating budget not including capital. He went on to state that although the District receives $6.7 million in GRT funds, $4.2 million of it goes elsewhere, it is not withheld by the District.

Mr. Chavez questioned whether or not Mr. Mortillaro had a percentage of the overall breakdown.

Mr. Mortillaro responded, stating he did, and that he thought it was about 14% for the City of Santa Fe, 26% Railrunner, 20% Los Alamos County, and the balance of almost 40% is retained by the RTD. That is all in line with past resolutions that this Board has approved and past practices.

Mr. Mortillaro proceeded to the Capital budget of which the total requested amount for expenditures is $859,000. He noted that the driving point of this budget was whether or not the District has any federal grants to offset the capital expenditures due to the District trying to minimize use of GRT funds. Mr. Mortillaro continued stating that Mr. Martinez had a replacement of fleet plan for FY14 for the replacement of four (4) buses. He then went on stating that the initial request to NMDOT was greater than the $96,000, that was allocated and State Capital Outlay gave the District $170,000 for fleet. Therefore a total of $386,000 will be applied to the acquisition of fleet and then the District will have to make up the difference with GRT. The $450,000 for the AVL Intelligent Transportation software was initially budgeted for this year, however it won't be bid out and awarded until June, therefore it will be carried over into the following budget year. As noted earlier in the presentation $272,000 of the $450,000, will be coming from the Veteran's Initiative, $61,000, comes from NMDOT and then the District will have to make up the difference with GRT. Mr. Mortillaro then mentioned that $8,000, would be budgeted for installation of pipe security gates.

Mr. Vigil questioned how an emergency situation, such as a fire would be handled when the gates were secured.

Mr. Mortillaro responded stating they would simply cut the lock or the chain.

Mr. Vigil then noted that there were breakaway style gates that the fire department could easily run through in an emergency situation versus having to cut the chain or lock. He also mentioned that these style of gates were relatively low in cost.

Mr. Mortillaro responded, stating that it would be looked into as an alternative option. However, the District wanted a more heavy-duty style gate without the expense of a mechanical gates that would be just a secure and would not deter from the aesthetics of the property.

Mr. Vigil also noted that the PVC style gates were very lightweight and would look similar to the pipe gates.

Mr. Mortillaro continued, stating that this would definitely be looked into further as an option. He then moved on, discussing the option of the San Cristobal stop noting that the District has been in discussion with NMDOT in which there will need to be some shoulder improvements made of which we are unsure of what costs will be for those improvements; a place holder amount has been inserted into the budget. Mr. Mortillaro went on to state that the District would like to collaborate with NMDOT and Taos County to mitigate the costs for such improvements if authorized to go before the board for approval.

Mr. Mortillaro moved on to the NCRTD 10-Year Capital Investment Plan and noted it was a snapshot for future capital improvements. He mentioned that some of the items in FY15 were initially in FY13, and not expended due to the District not having matching dollars, as well as some mid-year budget adjustments. Mr. Mortillaro also noted that he had to balance out the FY14 budget. He pointed out that in FY15 there is about $1.1 million dollars in requested capital improvements, however, it is all dependent on how many federal dollars there are that can offset the cost. Although, these placeholders do not have any matching dollars, they are small enough items for the use of GRT funds versus some of the larger items that the District has federal finding for.

Mr. Mortillaro further explained the Capital Investment Plan stating that some items do not have cost estimates, such as bus pull-outs for Westside and Riverside Routes, both of which are in the City of Espanola and was a safety concern due to buses not having pull-outs off of the highway. He mentioned that the District will try to meet with the State, City and County to generate an estimate for this. However, it is a long-term State Transportation improvement program. Therefore, if these projects are funded will be about five (5) or six (6) years out.

Mr. Vigil noted that NMDOT did have some safety funds available and explained what steps the Pueblo of Pojoaque took regarding the new roundabout set in place.

Mr. Mortillaro proceeded through the Investment plan and mentioned the fleet replacement plan. He noted again that Mr. Martinez does an annual analysis based on FTA guidelines and determines how many vehicles need to be replaced. He also stated that this was just for replacement of fleet, not any new services.

Mr. Chavez asked Mr. Mortillaro to elaborate on the Federal and Local Match line items.

Mr. Mortillaro responded stating that some of these requests will be funded on an 80/20 level, where the District will have to come up with a 20% match and some of them will be on a 50/50; this is dependent on how much money the state has and how they allocate those funds.

Mr. Mortillaro went on to state that another item that was not funded was a skid steer loader of which he would like to purchase in the future, however the District will continue to rent the item as needed. He also mentioned paving the bus parking are which was also pushed out to FY15. Mr. Mortillaro went on further to explain the building of the fleet fueling facility, the use of alternative fuels and so on.

Mr. Cordova questioned whether or not the estimated amount was to build the facility from the ground up.

Mr. Mortillaro responded stating that it was, and that the estimate was for above ground tanks.

Prior to moving on to the Long-Range Financial Plan, Mr. Mortillaro noted that there are no service reductions and all the routes that are currently running are budgeted for and funded. Therefore, service levels are staying the same. Mr. Mortillaro also mentioned that service-level enhancements or minor modifications on the routes will be discussed at the June Board meeting and that the budgeted amount will cover these modifications.

Mr. Mortillaro went on to mention the Service Plan Update of which there will be an extensive discussion when presented to the board in the next nine (9) months about existing routes, new routes and how to fund or implement the plan. He noted that currently the Southwest Planning and Marketing firm is in the process of scheduling and planning community meetings regarding the service plan update and that the Board will be notified of these meetings so that they can attend.

Mr. Mortillaro went on to explain employee compensation stating that he inserted a 3.5% placeholder into the budget for numerous reasons, such as the 15% increase for health insurance for both the District and the employee, the 1.5% PERA increase for the employee, and Social Security increase of 2%. He also noted that the 3.5% placeholder was also for any type of negotiation associated with collective bargaining.

Mr. Mortillaro continued stating that any recommendation from the comp and class study was not included in the budget, however he mentioned that the findings would not be in until late May and that it would be brought to the subcommittee and then to the Board as a whole when the results were in.

Furthermore, Mr. Mortillaro moved on to the Long-Range Financial plan and stated that the projected reserve amounts continue to remain strong until about Fiscal Year 2016. If the other revenue sources only increase by 3% and costs increase by 3%, the District will have to consider utilizing reserve balances to balance the budget. However, there is some flexibility to modify the capital investment plan, with the exception of fleet. The District

may also have to consider modification of GRT allocations, as well as whether or not the District will still receive a contribution from Los Alamos County past 2015.

Mr. Mortillaro noted that if needed the District could use reserve funds, however it may put the District under the 25% required by the Board, which is three (3) times what is required by the state. He also stated that it was a good policy to have to keep services going, what is the most important.

He then referenced the Historical Position listing stating that the budget did not change numbered positions by any significant amount. Mr. Mortillaro continued to explain the difference between an FTE and an employee stating that an FTE was based upon 2,080 hours. Therefore, when there are more part time employees, you can hire more employees/bodies then budgeted positions, but in the end it's equal dollar-wise.

Mr. Chavez questioned whether Mr. Mortillaro only had one vacant position budgeted.

Mr. Mortillaro responded stating that it was the one that is converted to a Human Resource position He mentioned that with the Union and over fifty (50) employees, he did not want to miss any HR practices or compliance issues.

Mr. Chavez then asked Mr. Mortillaro about how many employees are in the bargaining unit.

Mr. Mortillaro responded, stating there was approximately thirty-six (36) currently, and thirty-eight (38) eligible. However, the ones that are eligible cannot be in a bargaining unit until they have completed their probationary period or are part-time or temporary.

Mr. Mortillaro went on to explain the Driver CDL/ Non-CDL and Dispatcher CDL/Non-CDL positions along with the new wage rates outlined in the Collective Bargaining agreement dated April 4, 2013. He further summarized the proposed budget for FY14, which will also be on the Board's Agenda, as well as any recommendations the subcommittee makes to the Board at the May 3rd meeting. He also noted that he will then ask the Board to consider adopting a preliminary budget, which is required to be submitted to DFA by May 30, 2013. The final adoption of the budget will then come back in June, which is required to DFA by July 31, 2013.

Mr. Chavez moved to send a positive recommendation to the Board to approve the Draft of the FY14 Budget, FY14 Ten Year Capital Investment Plan and Long-Range Financial Projections Moderate Case Scenario. Mr. Cordova seconded the motion and it passed by unanimous voice vote.

Mr. Mortillaro went back to answer the question brought forth by Mr. Chavez earlier in the presentation regarding matching dollars and contributions. He referenced page 29 of

the packet starting with the 5311 recommendation and award for FY14 of which he then passed it on to Ms. Aragon for further explanation.

Ms. Aragon proceeded to explain the information further, starting with the amount of $601,585.92 that was given to the district for Administration. Ms. Aragon noted that part of the federal share was $501,321 and the District's match was $100,264, stating that this was the 80/20 that was discussed. She went on further to state that in operating the District received $1,306,800, in Operations; both the federal and local match was $653,400.00, and this was on a 50/50 level. The total the District received from 5311 was $1, 154,722 and our total local match is $753,000.

Mr. Mortillaro then referenced page 30 of the document starting with the 5316/JARC grant of which he stated has been rolled up into the 5311 match.

Ms. Aragon then went back to page 29 stating that the federal share of $653,400, plus the $232,346 on page 30 is a cumulative of $885,746, and is the amount rolled into the budget. She also noted that consolidating the two makes it much easier for reporting purposes in which it allows Finance to submit one (1) invoice instead of two (2) at the end of the year.

B. Minutes from March 22, 2013

Mr. Mortillaro then asked the members to review the minutes from the March 22nd Subcommittee meeting.

ADJOURN – Next Finance Subcommittee meeting will be held on May 24, 2013 at 9:00 AM.

Tribal Sub-Committee

2:00 PM – 3:30 pm
March 14, 2013

Location: Jim West Transit Center

Agenda

CALL TO ORDER: Mary Lou Valerio, Chair

1. ROLL CALL
2. INTRODUCTIONS
3. APPROVAL OF AGENDA
4. MAP 21 and Tribal Funding
5. IDEAS FOR FUTURE MEETING TOPICS
6. MEETING SCHEDULE- QUARTERLY- June 13, 2013

Persons with disabilities in need of accommodations, please contact the NCRTD's office at 505-629-4702 five (5) working days prior to the meeting date.

Tribal Subcommittee

Meeting March 14, 2013

9:00 a.m.

Board Members Present: *Tim Vigil – Pueblo of Pojoaque, Sandra Maes – Tesuque Pueblo, Mary Lou Valerio – Santa Clara Pueblo, Christy Mermejo – Ohkay Owingeh Pueblo, Lonnie Montoya – Nambè Pueblo, Stephen Martinez – Pueblo of San Ildefonso, Rhonda Atencio – Pueblo of San Ildefonso*

Staff Members Present: *Anthony Mortillaro – Executive Director, Dalene Lucero – Executive Assistant, Stacey McGuire – Projects and Grants Specialist*

Absent:

Transcribed By: Dalene E. Lucero – Executive Assistant

ROLL CALL

APPROVAL OF AGENDA

A. MAP-21 and Tribal Funding.

Mr. Mortillaro began to discuss the new program under MAP-21, which was replaced by SAFETEA-LU, as well as the changes that were made regarding tribal funding. He then introduced Ms. McGuire as the primary in explaining the program changes. He then handed off the presentation to Ms. McGuire to explain further.

Ms. McGuire noted that MAP-21 is a very fluid program in that the FTA has not finalized any rules for the new program so things can change along the way. She continued to explain the overall structure of MAP-21 as the new FTA program that is a reorganization of the prior funding structure. In FY13 and 14, there will be a total of $30 million annually in tribal allocations - $25 million of which is going to be formula based, $5 million is discretionary or competitive; the FTA is viewing the $5 million that is discretionary or competitive as an opportunity to fill gaps in the formula funding. Therefore, not going to be nearly the "competitive or discretionary" process as there has been in the past. Ms. McGuire then stated that in order to create a more stable funding flow and so people can plan, they've decided to shift and have a heavier emphasis on the formula side, and so the formula funding side is going to be based on: Vehicle Revenue Miles and also the number of people living below the poverty line in the pueblo. So when you tie those two together, that's how they're going to determine the funding for each pueblo.

Mr. Vigil questioned Ms. McGuire on whether or not the poverty line is state, federal, or county?

Ms. McGuire responded stating that she believed it was state, however she noted that she would look into it further. (Post-meeting clarification: the poverty level determination is based on the national level. sam)

Mr. Mortillaro mentioned that for those in Rio Arriba County, the poverty line is probably much lower; it may be tougher to meet. Therefore, the District will have to see what they're going to use for each of the counties in which each of the Pueblos are in.

Ms. Maes then questioned Mr. Mortillaro on whether or not this information could be from the CDPI or the Census.

Mr. Mortillaro responded stating that it could be census.

Ms. McGuire followed stating that the FTA was basing a lot of that information off of the 2010 Census. She then went on to reference the Federal Transit Administration handout stating it was an overall view of how the process was going to work, and how pueblos can become eligible for the funding. She noted that she did not believe all the pueblos were eligible, due to not being included in the NTD RU-20 report. She also stated that in order to be eligible, you must be included on that report. Therefore, there's a big push to get everyone on the same page so that all can be included and become eligible for the funding that's out there.

Ms. Maes asked Ms. McGuire when that occurred and whether or not it had occurred with the new MAP-21 or if it has been in existence for a while.

Ms. McGuire responded, stating that it had been in existence since 2006. However, when the new MAP-21 came into fruition it's not that it was a voluntary reporting mechanism, but unless you were a direct recipient or supplier or providing your own service. She noted that Ohkay Owingeh would have been in a unique situation in the sense that they provide their own service on the pueblo and are already reporting in NTD. Unless you are a direct recipient and reporting in that way, until MAP-21 came around, it's become now that everyone needs to be included, and factored into that so that you're therefore eligible.

Ms. Valerio questioned if the allocations listed were for those respective tribes.

Ms. McGuire stated that it was based on the prior to MAP-21, RU-20 reporting, also noting that Santa Anna, Pueblo of Laguna, and Ohkay Owingeh were the three from that state that were eligible and included in the NTD reporting at that point.

Ms. Mermejo noted that the RU-20 was a general rule.

Ms. Maes then mentioned that San Ildefonso should also be on the attached list due to being independent and reporting. She noted that was something for Mr. Martinez to question.

Mr. Mortillaro asked if it was something they had missed?

Mr. Martinez stated that he had been reporting on the NTD website since last year, and has been ever since.

Ms. Maes questioned whether or not all pueblos would be eligible for funding due to it being a Tribal Transportation Program, as well as being under an MOA with the District.

Mr. Mortillaro responded stating that the District would report on behalf of each separate Pueblo if the Pueblo desired. He mentioned that he would discuss further the reporting into the NTD –National Transit

Database, which is inclusive of everybody the District provides services for. He noted that the District doesn't break out Pojoaque or Santa Clara or San Ildefonso or any tribes in which we are providing services for, which the District needs to do; that is what Ms. McGuire is working on.

Ms. Maes noted that this was also discussed with Josette and Linda.

Mr. Mortillaro asked Ms. Maes if the prior administration had discussed reporting for the tribe.

Ms. Maes responded, stating yes because San Ildefonso at the time was not receiving their reports.

Mr. Mortillaro asked if the District at the time was going to do reporting for the Pueblo.

Ms. Maes then responded back stating they were.

Mr. Mortillaro noted that when he only saw 3 out of 20 tribes out of the state, he was concerned about the tribes in the District.

Ms. McGuire continued stating that she was in contact with Joe Eldredge from the FTA who would eventually be in contact with each one of the committee members regarding the set-up of reporting on NTD RU-20 (determined to be an RU-22 report after this meeting). She also mentioned that she would e-mail the contact information for Mr. Eldridge to the committee members.

Mr. Mortillaro questioned Ms. McGuire on whether or not she wanted the Pueblos to input the information, or if the District could input on their behalf since the District provides services to the Pueblos as well as collects the data.

Ms. McGuire noted again that Mr. Eldgridge would like to have contact information for each Pueblo so that he could walk each person through the set-up process. She also noted that she was unsure of what the process entailed and that he may need specific information that committee members could only provide that she could not.

Ms. McGuire continued with the 5316 JARC – Job Access Reverse Commute and also 5317 New Freedom Grants. She proceeded to explain that they were both considered to be "repealed" under MAP-21; 5316 is now going to be included under 5311 funding, which is rural funding and tribal funding, and the New Freedom that was repealed is now going to be included under 5310, which his elderly and disabled funding. Ms. McGuire noted one other change, stating that planning projects are now eligible for funding, whereas previously they were not. She mentioned that it was something to keep in mind, in particular with the potential for expansion to Nambé, as well as expansion within each of the Pueblos—there's going to be some opportunity there. Ms. McGuire went on to state that MAP-21 is going to put a higher focus on safety and security, asset management, a state of good repair—which also ties in with that, program efficiency and streamlining. She noted that they must have received feedback that the funding process is just taking too long and is a little bit too convoluted. So with MAP-21 it's supposed to streamline it and make it easier, more user-friendly and allow a clearer/cleaner process and transition.

Ms. McGuire went on to mention the shift from discretionary to more formula funding with the discretionary viewed as a fill-gap for that formula funding, as a way to plan ahead. She also noted that

MAP-21 will be incorporating the 2010 Census Data, in order to have a more up-to-date, accurate assessment of the communities that are being served. She mentioned that the FTA is also highlighting the program performance management tied in with the streamlining, stating that it is a mechanism for clearer and more consistent reporting to the FTA which will allow for better communication and better funding opportunities. She noted again that planning is now something that's being included in addition to capital and operating funding, which is something that's beneficial for everyone involved. Ms. McGuire stated that the formula factor of low-income populations is now being included in how the FTA is going to determine funding.

Ms. McGuire, continued, stating that there has been some updates as well as changes; this will give us a better idea of how and what type of matching we're going to need to look for, what type of federal funding is out there, and what percentage is covered.

Mr. Mortillaro asked Ms. McGuire to touch on her discussion with the FTA in regards inputting the Pueblos into NTD-RU20 for FY 13 rather than waiting until FY14.

Ms. McGuire proceeded to mention that although there has been a bit of a pushback from the FTA, Mr. Eldgridge has been incredibly helpful in trying to ensure the pueblos that are a part of the NCRTD are indeed pushed through and eligible for funding. She noted that the District has been going back and forth with the FTA in regards to getting funding for FY13; the FTA has placed a temporary hold in which they are not allowing anyone else to input their information for FY13 funding. However, Ms. McGuire also stated that everything is good to go for FY 14; noting that we need to have information into NTD by July of this year, so we have ample time to get the information to them, and get everything set up.

Mr. Vigil asked a hypothetical question in regards to Pojoaque Pueblo purchasing a bus and doing things internally, however continuing then to use the NCRTD for the current stops.

Ms. McGuire responded, stating that they would then be a direct report instead of sub-recipient. She also mentioned that with that the Pueblo would need a Title VI Policy based on FTA criteria, however the dollar amount should not change. Ms. McGuire noted that she would have to do a bit more research.

Mr. Vigil then questioned whether or not there could be a split between the two, or if it would have to be one or the other.

Mr. Mortillaro responded stating that the District currently has a Tribal Financial Policy that was adopted on how Tribal funding comes around as well as its competitive process. For example, you could apply and one year you may get it and another year you may not, and that program placed a number of key decisions to be made by the tribes regarding whether they would go and apply for those grants on their own, or whether they wanted the RTD to do it. He also stated that if there was funding available and was allocated as a result of the application then the Tribe could either manage it themselves or contract with the RTD for the expenditure of those funds. So once you got a direct allocation, the question then becomes what are you going to do with it? How do you want to utilize those funds, and that's a decision you'll have to make.

Ms. Valerio asked where the guidelines were for that.

Mr. Mortillaro responded stating they were in the District's financial policy that was approved by the tribal subcommittee and the Board.

Mr. Vigil noted that he was still a bit confused in terms of which way would be easier in regards to having the policy in place with the NCRTD, or the tribes inputting their own data, then turning a portion of funds over to the District for tribal routes or keeping a portion etc.

Mr. Mortillaro responded stating that the funding would not come to the District. Although the District is reporting on behalf of the tribe, the tribe is still the recipient of the funding. The question becomes once you're the recipient of it, what do you want to do with it? He noted that as soon as all the tribes in the nation start understanding how this works, they're going to start reporting as well. Sooner or later that $25 million pie is going to shrink, and then they have to allocate it, and once that start's to happen, are the funds getting allocated enough to do anything with or do they have to be pooled? If the funds can be pooled- this is just an example, maybe we can provide service to Nambé, or enhance services on some of the other pueblos, where there is a need for enhanced services. He stated that this brings about several options for the tribes. There may be services that you want to deliver yourself on the tribal property, and you could use that money for that and that again is your choice.

Ms. Maes asked how this was done currently.

Mr. Mortillaro responded stating that the District does not get tribal funding directly for any tribe, the funding that has been received was through an application that the District made on behalf of the tribe with the tribe's consent.

Ms. Maes questioned whether or not that comes with a resolution stating that the District has the tribe's consent.

Mr. Mortillaro responded with a yes, stating that as of March or April the District is asking the tribes whether or not they want RTD to submit for them, and if so the tribe gives the District a written consent.

Ms. Maes questioned if because it is considered a tribal fund, those dollars then get disseminated to that particular tribe with their particular needs. She asked who identifies the need.

Mr. Vigil responded stating that if you are going to have the NCRTD submit on your behalf there is a 5 percent fee of the total dollars given if the tribe receives the grant. The grant goes directly to the tribe, and the tribe decides how it will be allocated, whether it be half to the RTD and half to a transportation need of the tribe, etc.

Mr. Mortillaro noted that even with some of the older grants, like with Tesuque, there was an agreement, and memorandum of understanding between the tribe and the RTD, regarding the grant, what it would be used for, and what have you. Then the District would fill out the TEAM and ECHO information, and once that was all done then the pueblo got a check from the FTA. He noted that the District then billed the Pueblo, and they paid us, but that was all done through agreement. With this new policy, we've clarified all that so everybody knows it's a self-determination issue by the tribe, not the RTD planning for the tribe. It's up to the tribe to determine whether the District apply or not, and if so, what that applications going to contain, and then the staff will work with you to complete the application.

Ms. Mermejo asked if this was to be done by the District, the District also does all the TEAM reporting, the monthly reimbursements, and monthly ridership, while only taking 5 percent to do that.

Mr. Mortillaro responded with a yes, stating that last year the only tribal member that chose to have the District apply on their behalf was Santa Clara, in which they received an $110,000.00 award. He noted that because another staff member submitted the information, the District is trying to see exactly what was submitted so that an MOA can then be drafted with Santa Clara describing what the District's role is, how much money is going to be used, etc. However, Santa Clara may decide to manage the funding, in which the District may not have a role; the District still receives 5 percent.

Ms. Maes used San Ildefonso as an example, questioning the fact that if San Ildefonso applied on their own in order to do an internal route and they were still connected externally to the RTD the funds are different Santa Fe County Gross Receipts funds.

Mr. Mortillaro responded that this is correct and that they are RTD-GRT funds. He noted that no matter what is done separate from the District, it does not affect the existing routes that are in place and funded through GRT taxes.

Ms. Maes then questioned whether or not there was a required federal match for the tribal grant under the new MAP-21. She also asked if the tribal program was separate from 5311 or if the FTA is now merging the tribal program.

Mr. Mortillaro mentioned that the federal register states how the programs have been melded together.

Ms. McGuire noted that she was a bit confused.

Ms. Maes stated that the program was a bit confusing, but she wanted to clarify whether or not there is a required match under the FTA tribal grant program. She mentioned that under the 5311 Federal program - public transit program, there's now a match, and has always been an 80/20 match or 50/50 depending on the program. She asked if these are two separate grants; the 5311 public transit and the tribal transportation federal transit grant.

Ms. McGuire responded stating this was correct, but that the tribal transit grants are now with MAP-21, falling under 5311.

Mr. Mortillaro stated that the question is whether or not the tribal grant now requires matching funds now that it has enrolled under 5311. He noted that he was unsure but that he would get clarification.

Ms. Mermejo noted that Ohkay Owingeh decided not to apply for any funds with 5311 even though the application was prepared. This was due to the state requirements as well as the match.

Mr. Mortillaro noted that Ms. Mermejo was talking about the State Rail and Transit Division, whereas this was in regards to City and County.

Ms. Mermejo stated that Ohkay Owingeh would rather subsidize and run their own program through FTA. Therefore, they are not going to be a part of 5311 funding.

Mr. Mortillaro asked if they would then get this allocation on top of current FTA funding or if it was one in the same.

Ms. Mermejo responded stating it was one in the same and that there was no more 5311 that is why they were not on the list.

Mr. Mortillaro stated that Ohkay Owingeh was one of the only members in the room that were on the list. He also noted that Ohkay Owingeh received it automatically because it falls under FTA not State Rail and Transit Division; this is a direct allocation to the tribes.

Ms. Mermejo stated that they did not apply for it. She then asked if this was in addition to the other FTA funding since Ohkay Owingeh already received the '14 award of $317,000 through FTA.

Mr. Mortillaro responded stating that it may be in addition or it replaces it. He mentioned to Ms. Mermejo that she needed to verify whether or not it replaces any of the current funding.

Ms. Mermejo responded that it was strange because they already received their 2014 allocation. She noted that the 5842 looked close to the amount received from the 5311 fund that Ohkay Owingeh did not apply for.

Ms. Maes noted that congress has not yet appropriated the amount shown, and that these were illustrative amounts fir FY13.

Once again, Ms. Mermejo questioned if these amounts were 5311 or tribal funds, stating that the handout noted them as Fiscal Year 13 – September 5311C.

Mr. Mortillaro told Ms. McGuire to let Ohkay Owingeh make their own direct contact to clarify that for themselves to ensure that it doesn't impact what they are already receiving.

Ms. Maes mentioned to Mr. Martinez that the current grant is FTA and that San Ildefonso did not do 5311 at all. She noted that the vans were given to the tribe under 5310. She moved on stating that Tesuque Pueblo had an agreement with the NCRTD in this FY, then confirming with Ms. McGuire that it was too late to apply for FY13.

Ms. McGuire responded stating that the FY11 information was what was required for FY13 funding has been provided, and now the FTA is giving a little push back saying it's not technically closed, but the FTA does not really want to take anyone in at this point. She noted that she thought it was from a fairness standpoint because they're concerned that every pueblo, tribe and reservation throughout the nation is going to realize that there's money here, put in the request to become eligible, and they are concerned they'll become overwhelmed. Ms. McGuire proceeded stating that the FY12 info is what is needed for FY14 eligibility under NTD RU-20, which has also been provided to FTA. She noted again that contact information from each pueblo was required, and that Mr. Eldgridge would walk each pueblo through the set-up within NTD RU-20 reporting so that so that the pueblos will then be eligible for funding; that due date is July of this year, but it's already in as far as the numbers go, now it's just a matter of lining up contact information.

Mr. Vigil asked if it would be much easier to teach everyone at one time.

Ms. McGuire responded stating that it would be, but she was unsure if they would be willing to do so because of the deficit.

Ms. Maes stated that they could probably put together a webinar through the TTAB – Tribal Technical Assistance Program through NMDOT.

Ms. Mermejo noted that a good reference would be Luci Nears, the grants administrator. She stated that she was helpful and able to walk them through the process.

Ms. Maes stated that she had worked with Luci on the grant. She went on to ask when the NOFA – Notice of Funding and Availability came out.

Mr. Mortillaro and Ms. McGuire stated they did not know and had not yet received anything.

Ms. Mermejo noted that Ms. Nears was to come out in May. She also noted that the FTA website allows you to sign up on the list serve for certain e-mail notifications.

Ms. Maes asked Mr. Mortillaro if the tribe would work with the District for the May deadline.

Mr. Mortillaro responded stating that they are not obligated to it and that this information was provided because it was needed and the District already had it. He noted that the next step was to give them contact information, and then come May it is the decision of the tribe on how they choose to apply for funding.

Ms. Mermejo noted that the deadline was not in May, the NOFA was coming out in May.

Ms. Maes asked if the agreements currently in place with the District had an expiration date or if they were annual.

Mr. Mortillaro responded stating the agreements are on a per grant basis, noting that the only time an agreement is entered into is if the District applies on the tribe's behalf and if the District expends the funds to provide the service the grant provided for. Once complete, the agreement is done, it is not continuous.

Ms. Maes questioned then asked if the last reporting the District had done was for December 2012 or January 2013, and whether or not it was on a quarterly basis to FTA.

Mr. Mortillaro responded stating that it had just been closed out. He noted that it was a 2010/2010 grant that was never closed out and had money left over. He also mentioned that he kept Ms. Kelly Muniz on to close out the grant until it was wrapped up.

Ms. Maes requested a copy.

Mr. Mortillaro responded stating she should have a copy because Ms. Muniz worked with the finance staff there, and the only person who had access to TEAM and ECHO was Ms. Muniz at the time. He noted that once the grant was closed out, Ms. Glenda Aragon will have access to TEAM and ECHO.

Ms. Mermejo noted that she thought the TEAM reporting was quarterly and that is how Ohkay Owingeh had done it in the past. She also stated that the NTD reporting is only once a year.

Ms. McGuire agreed.

Ms. Maes mentioned that because Mr. Charlie Dorame had been the lead on this in the past she is just getting into this with Tesuque. She noted that she is trying to build the file base since she is unable to find anything in the files at this point.

Mr. Mortillaro stated that if any information is required that the District has, it can be provided. He noted that in the future when the District has the new AVL system and Intelligent Transportation software, it will report exactly what has to be put into NTD with the click of a symbol.

Ms. McGuire noted that it was a spectacular system.

Mr. Martinez asked how the conversation with the Bureau of Indian regarding Map-21 and the conversation regarding MAP-21 with the RTD intervenes.

Mr. Mortillaro stated that he did not know and that the District has not made contact with them only with FTA. He noted that perhaps the FTA is using the Bureau of Indian Affairs to get the information out to the tribes in regards to the changes in funding.

Ms. Valerio mentioned that it would be with the Tribal Transportation programs with BIA, and this is different because this is the Federal Transit.

Ms. Maes noted that it is the Transportation Act now known as MAP-21, which is why it falls under the roads as well as the transit.

Mr. Montoya noted that a meeting was held a week or two ago in which they were given their funding and everything that's going into account.

Mr. Mortillaro questioned whether or not they spoke about transit.

Mr. Montoya responded stating he thought the paperwork was in there, but they did not speak about transit. He also stated the register was in there as well, but the new register had not come out since it changed from SAFETEA-LU to MAP-21, which will take an act of congress, since those are tax payer dollars.

Mr. Martinez stated that the BIA told them the new formula is based on miles and roads. Therefore the larger tribes are going to get the bulk of the funding, and the smaller ones aren't going to see what we're getting today, which was a concern raised by several pueblos in this area.

Ms. McGuire noted that based on the Vehicle Revenue Miles it's going to impact smaller geographical areas because of less miles even if there is constant trips and routing in transit providing.

Ms. Maes mentioned that they're doing it by population, now population is no longer under the RIFTUS formula, which has been eliminated by EMT-Equal Miles Traveled.

Ms. Mermejo stated that through the TTP program it's really going to hit the smaller pueblos in that before they used to take all easements, types of roads, everything that was in the RIFTUS, and now it's just the length of that road, which we are all worried about.

Ms. Valerio noted that they were using the 2010 numbers.

Ms. Maes noted that today is the deadline for the inventory.

Ms. Valerio then stated that there is now the option to update inventory and maybe in the future once the formula is changed from 2010, they'll be using more current numbers. However, it is good to ensure all numbers are accurate.

Ms. Maes stated that the inventory now is really the addition of new route, because if you got in-process, and you haven't met those deadlines or those MOAs haven't been placed, now's the time to add those in.

Mr. Montoya added they're taking away from places like Alaska. Alaska will have proposed roads through frozen tundra to the middle of nowhere—hunting grounds, the feasibility to make a road like that would be billions of dollars. The smaller tribes like us could use it, so they're taking away from Alaska and Oklahoma and disbursing it in other parts of the country because of their proposed roads.

Ms. Valerio then asked Ms. McGuire if she was willing to contact Mr. Eldredge regarding the contact person for each pueblo.

Ms. McGuire noted that Ms. Valerio was already taken care of and that she would do the same for each pueblo.

Ms. Maes then asked how they would propose any alternatives to existing routes.

Mr. Mortillaro responded stating that existing routes are GRT funded. He noted that if anyone believed there needed to be some route adjustments they could speak with Stacey. However, regarding adding new routes or expanding them, the funding's not there, it doesn't mean that you couldn't request that. We take the funding out of the Santa Fe County GRT. The Santa Fe County board of commissioners and the City of Santa Fe in the past under the Regional Planning Authority would adopt a resolution that says under the Santa Fe GRT, the RTD will provide these routes using Santa Fe GRT unless it lists routes on the pueblos. The RPA has not functioned for about a year, Santa Fe City went and passed their own resolution, Santa Fe County went and passed their own and fortunately there were no conflicts between what were in those resolutions. He noted that he requested those resolutions by May or June of this year. Mr. Mortillaro also stated that they can do their own individual or pool their RPA back together again since Santa Fe County has been interested in us adding some routes. He also mentioned that it was in their resolution last year and may be again this year. However, the budget is going to be tight and the main priority is funding existing routes.

Ms. Maes questioned Mr. Vigil in regards to the RPA going to him to establish the routes due to all of them being in Santa Fe County.

Mr. Vigil stated that he worked with Jack Valencia while those routes were established and the way it was written up when GRT went up for vote, the money is supposed to go directly to RTD, however it is currently going to Santa Fe County.

Mr. Mortillaro noted that's the way the process of distribution of the money was written in to the law, which is why House Bill 30 was proposed, was to take them out of the allocation stream; both the City of Santa Fe and Santa Fe County opposed HB-30. Although it didn't impact them negatively, we were unable to get a meeting with Santa Fe County to discern what their concern was. He noted that the sponsors of the bill were told to let it sit in legislation and die until we came back to it in the future.

Ms. Maes stated that the reason for alternative routes or rerouting existing routes is because she was working with the public on an internal survey to see what their needs are. She noted that as soon as she received them she will see if routes may need changing or not because some people in the pueblo are not aware they have the ability to get the bus.

Mr. Mortillaro mentioned that currently the District is updating their current service plan in which they have requested public meetings in each one of the pueblos to gather input. He stated that the consultant will have to consult with the tribes to determine how the best way to do that is, but that's designed to also garner information regarding how the existing routes are working, is there demand or a need for a change in those routes, and if so what is that change or are there additional routes needed? He proceeded stating that they are then supposed to come back with a new draft service plan that the Board members will get to see and provide input on as well. However, it will be 2014 by the time it is all done, but if adjusting a route will increase ridership, then it is something the District should consider.

Ms. Maes continued, stating that she has put together a very simplistic survey noting questions like: Can it bring us back when we need to be back? What if my child has an emergency at school, how am I going to get to my kid within a specific time frame? She stated that's the assurance people are looking for.

Ms. McGuire stated that is was a very valid concern in that the NCRTD is fairly new and people aren't aware of what the options are. She noted that people still don't know where they can get on the bus, they don't know they get stuck and something happens, is there a way to get back; part of that is just making people aware of it.

Mr. Mortillaro stated that the consultants were going to also look into a different, better way to provide service other than a route circulator, or maybe the District needs to go to more demand services in certain areas, etc. He went further stating that he has asked the consultants to look at everything such as, the good, the bad, what needs to improve and how to enhance service.

Mr. Vigil noted that when taking the bus, if an emergency situation came up regarding your child or whatever the case, it should be treated no differently than being in a carpool. He stated that normally you have a primary and secondary emergency contact for those types of situations, you can't have runs every five minutes.

Ms. McGuire and Ms. Maes agreed that that was a good answer.

Mr. Mortillaro asked Ms. Maes if she has received her survey data back.

Ms. Maes responded that she had not.

Mr. Mortillaro asked Ms. Maes to work with Stacey when she had received her survey results back.

Ms. Maes then agreed.

Mr. Mortillaro noted that the District has new system-wide route maps and offered each member to take some with them.

Ms. Valerio proceeded to ask if everyone understood MAP-21 even though it is progressively changing. Everyone agreed.

B. Ideas for Future Meeting Topics

Ms. Valerio stated more meeting topics are needed to continue with the subcommittee meetings.

Ms. Mermejo responded stating she could put together a presentation for FTA Funding Program and Reporting.

Ms. Valerio asked when the next FTA application was due.

Ms. Mermejo responded, stating that the NOFA is coming out in May. She noted it would be a good discussion for the next meeting and that she would put something solid together in regards to dates, the process, reporting and any other requirements. She also noted that if the deadline was much sooner than the next meeting, the committee wouldn't have a problem getting together beforehand.

Ms. Maes continued asking if committee members would be interested in conducting a ride-along meeting to see how the routes work in order to show the public how it works.

Ms. McGuire, Ms. Valerio and Mr. Mortillaro all agreed that this would be good.

Ms. Maes asked if there was any more ideas.

Ms. McGuire continued, stating that the District had an abundance of coloring books and crayons for everyone to take with them after the meeting, in which everyone agreed.

Mr. Mortillaro went on further to mention that he and Chairman Barrone had been trying to meet with each of the pueblos tribal members to give them an update and presentation of the RTD. He asked what the best way to do that was, and noted that he and Mr. Vigil spoke about getting the pueblo governors together, or even presenting at the NPRPO to make the RTD more visible. He asked what the best way is to get in front of the tribal councils.

Ms. Valerio suggested asking for a spot at the tribal council meeting for each individual pueblo.

Ms. Mermejo noted that each pueblo may be different, and stated that the governor of some of the pueblos may want to speak to you prior to going in front of the council; two meetings may need to be held.

Mr. Mortillaro responded, confirming that a letter to each of the governors requesting the opportunity would be the appropriate first step.

All of the subcommittee agreed, and asked that each of them be copied on the correspondence.

Ms. Maes also suggested that it wouldn't hurt to get on the NPRPO's (The Northern Pueblos Regional Planning Organization) agenda because the same people that attend council meetings may not be the same people that attend NPRPO meetings. She noted that Mr. Eric Ghahate was the planner there.

Mr. Montoya went on to suggest that Mr. Mortillaro attend the special meeting at the RPO next Wednesday.

Mr. Mortillaro responded, stating that Stacey would be there, however it was for something else.

Ms. Maes noted that it was for the RTIPR, which was the only item on the agenda.

Mr. Mortillaro noted again that he and Chairman Barrone really wanted to get in front of each individual governing body to give a highlight of the RTD.

Ms. McGuire proceeded to suggest that the subcommittee have another discussion in regards to MAP-21 in the next few months to ensure everyone had the information they need.

Everyone agreed that this would be a sufficient meeting topic for the June Agenda unless something pertinent or significant came up beforehand, then an e-mail or emergency meeting could be set-up prior to that.

Ms. Maes went on to ask Ms. McGuire if she'd like to come out to the Pueblo to ride that transit and get to know the Pueblo.

Ms. McGuire agreed.

Ms. Valerio also invited Ms. McGuire to ride-along with her to get to know the area more.

ADJOURN – Next Tribal Subcommittee Meeting will be held on June 13, 2013 at 2:00 p.m. in the Executive Conference Room at the Jim West Transit Center.

EXECUTIVE REPORT

May 2013

EXECUTIVE

- Elected to serve as Treasurer of NMPTA.
- Finalized budget development, review and presented a proposed FY 14 budget to the Finance Subcommittee and Board.
- Oversaw Transit Service Plan update and briefings.
- Attended Santa Fe County Commission meeting.
- Met with Santa Fe County Commissioner Liz Stephanic's and Commission Chair Kathy Holian.
- Attended Santa Fe MPO Technical Coordination Meeting.
- Reviewed materials from consultant on Classification and Compensation Study.
- Attended NMPTA Board meeting.
- Addressed several CBA issues regarding interpretation of the agreement.
- Attended Rio Metro Board meeting.
- Prepared staff and participated in Work Force Solutions Unemployment hearing and appeal.
- Staff and I met with Consultant regarding the Districts Threat and Vulnerability Assessment.
- Prepared Board and Finance Subcommittee meeting materials.
- Met weekly with Board Chair Barrone on various issues.
- Continued review, revision and creation of various NCRTD policies.
- Maintained continuous communication with board members, subcommittee members, and Chair.
- Attendance at various NCRTD staff and subcommittee meetings, including Board, Finance and Tribal subcommittees meeting.
- Addressed a variety of employee human resources issues and prepared memorandums to document district actions.

MARKETING/PUBLIC INFORMATION

- Participated in NM Department of Veteran Services meeting that hosted senior representatives from State Veteran organizations. Presented with NMDOT, MRCOG and Santa Fe Trails the Veteran's Transportation and Community Living Initiative (VTCLI) program.
- Worked with Southwest Planning and Market to finalize PR and marketing materials for the service plan update meetings.
- Represented the NCRTD at Train Day in Albuquerque on May 11. The event drew over 5000 people and was hosted by Rio Metro RTD.
- Arranged for RTD participation in CommUNITY Day in the Santa Fe Plaza on May 11.
- Re-registered the domains for ncrtd.org and ridethebluebus.com until 2023.
- Provided various updates to ncrtd.org throughout the month.

- Issued a press release on the NMDOT award to NCRTD for Transit System of the Year with photo of Dave Harris presenting to the NCRTD Board.
- Worked with NMPTA on press releases for their Conference Road-eo and NMDOT awards presented at the conference luncheon.
- Worked with Real-Time Solutions to update the Interactive Route Map for www.ncrtd.org which is now live with further special features yet to be implemented.
- Worked with NMDOT to cover, and for RTD participation, in a photo shoot at South Capitol Rail Runner Station to highlight the interconnectivity of bus and rail transit in north central New Mexico.
- Was awarded a scholarship by the NMDOT to attend the Community Transportation Association of America annual conference in Albuquerque in June.
- Issued press release on service plan meetings.
- Issued press release and rider alerts on Memorial Day closure.
- Created a page on ncrtd.org devoted to the service plan meeting where people can obtain information on dates and locations of the meetings and access the feedback survey developed by SW Planning and Marketing.
- Attended Employee Recognition Committee meetings.
- Modified the Rio Grande Sun and KDCE ads to remove promotion of the Las Trampas commuter run.
- Santa Fe New Mexican ad program included two ads that ran in the Monday, May 13 and Friday, May 7 editions.
- KDCE – 950 AM radio in Espanola, :30 sec radio spot and sponsorship of the 7:30 AM news ran 17 days in May excluding Saturdays and Sundays .
- KSWV 810-AM in Santa Fe, :30 sec spot ran 20 times in May as well as 30 :20 sec promos announcing RTD sponsorship of the NM Trivia question of the day during the 7:30 AM ½ hour.
- KTAOS 101.9 FM in Taos, 14 :30 sec radio spots ran each week in May.
- Two ads ran in May in the Rio Grande Sun, Los Alamos Monitor and the Taos News.
- Green Fire Times ¼ page ad ran in May issue.
  Chama Valley Times ¼ page ad ran in May issue.

SERVICE DEVELOPMENT

- April Ridership Report
- Per Board request, assessed possible route modifications and/or additions in the areas of: Highway 14 near Madrid, Nambé, Costilla/Questa, Velarde/Alcalde, Tesuque, Ohkay Owingeh
- Met with Christy Mermejo of Ohkay Owingeh to discuss possible service extension into the Pueblo. Met with Lori Lindsey (owner of the Mineshaft Tavern) regarding service/bus stop in Madrid; approached General Store in Lone Butte and land owner of Cerrillos Post Office for bus stops along the Highway 14 corridor; met with Kay Davis in Edgewood; met with Santa Fe County staff. Spoke with Lonnie Montoya of Nambé Pueblo regarding possible service extension into the Pueblo.

- Rescheduled the next Tribal Subcommittee meeting from June 13, 2013 to June 18, 2013 (June 13 is St. Anthony Feast Day)
- Met with KFH Group to discuss the service plan update
- Prepared Letters of Intent for NMDOT regarding 5310 and 5311 FFY15 federal funding; Prepare Board Resolution regarding LOI to NMDOT
- Created Board Resolution and Agenda- Action Item regarding TIGER 5 grant application
- Researched and developed TIGER 5 grant application; submitted via grants.gov
- Evaluated and Assessed AVL/CAD Proposals in Los Alamos
- Issued RFQ Maintenance Facility Complex, evaluated Statements of Qualifications, selected most qualified respondent
- Attended NPRPO meeting in Taos
- Participated in CTAA in ABQ June 2-6; Scholarship provided by NMDOT
- Promoted the NCRTD at commUNITY day on the Santa Fe Plaza
- Met with Los Alamos, ATC to evaluate AVL/CAD proposals.

OPERATIONS

- Drivers bid for routes according to their seniority -new driver bid/overtime reduction project;
- Identified new services and bus stops with Service Development Specialist utilizing savings from revised Las Trampas service;
- Recruiting new drivers;
- Met with KFH Group on revising regional service plans;

Performance Measures

for

Fiscal Year 2013

April ‘13

Performance Measures for Fiscal Year 2013

The performance measures that were developed are designed to provide data that can be evaluated in a logical manner. It allows the District to identify areas in which its performance may need to be improved and to understand the characteristics and factors that impact that performance. In addition, to the extent feasible a peer comparison or a benchmark has been included as available or appropriate. This performance data is important since many times the District's costs, efficiencies and productivity is not measured against any benchmark or standard or attempts are made to compare it against systems that bear no similarities in mission, complexity or service area. Therefore, the data presented should provide some context in which to assess the District and its efforts to deliver services based upon its mission, goals and objectives."
The report data collected is grouped into 3 areas: Administrative, Fleet and Customer Related:

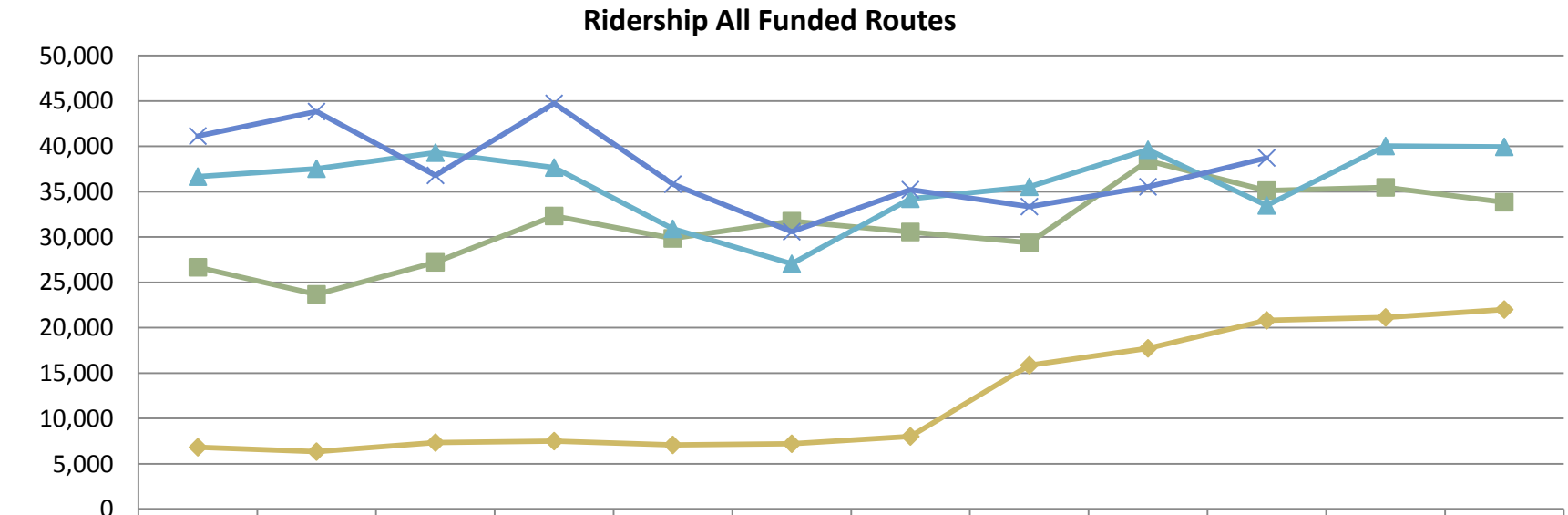
1. **Administrative:**
   - **A. Ridership, All Funded Routes**
   - **B. Ridership, NCRTD Operated Routes**
   - **C. Monthly Expenditures**
   - **D. Cost Per Mile**
   - **E. Cost Per Trip**
2. **Fleet:**
   - **A. Vehicle Back Up Ratio**
   - **B. Average Vehicle Age**
   - **C. Percentage of "On-Time" PM / Inspections**
   - **C. Accidents, Major/Minor Tracking**
3. **Customer Relations:**
   - **A. Complaints**
   - **B. Incidents**

The In-state/local comparable is Sandoval/Valencia Counties which are operated by the Rio Metro Regional Transit District. This benchmark/peer entity was chosen since they are within New Mexico and somewhat similar to rural transit service. The FTA benchmarking data used originates from the Rural Transit Fact Book 2012. The data is for 2010 in FTA Region 6, rural providers which includes New Mexico, Texas, Oklahoma, Arkansas and Louisiana.

Performance Measure - Administrative:

Ridership Tracking of All NCRTD Funded Routes

Tracking ridership is the #1 way a public transportation agency can gauge its effectiveness of the service it provides. Ridership data for all routes funded by the NCRTD are collected by City of Santa Fe and Los Alamos County. This data is forwarded and combined with the data from the District's operated routes. These numbers are then compiled into a monthly ridership report. This measurement tracks the number of one way trips taken on all the routes within the district. This graph shows the NCRTD combined total ridership numbers, and compares them each month, identifying any increases or decreases in the number of monthly trips. This also indicates how well the regional district is continuing to address the issue of accessible mobility by routes that are in areas where there is public demand. Sandoval/Valencia counties are used local/in-state comparison benchmark, as they are similar in service but smaller in size: a two county service of the Rio Metro Transit District.

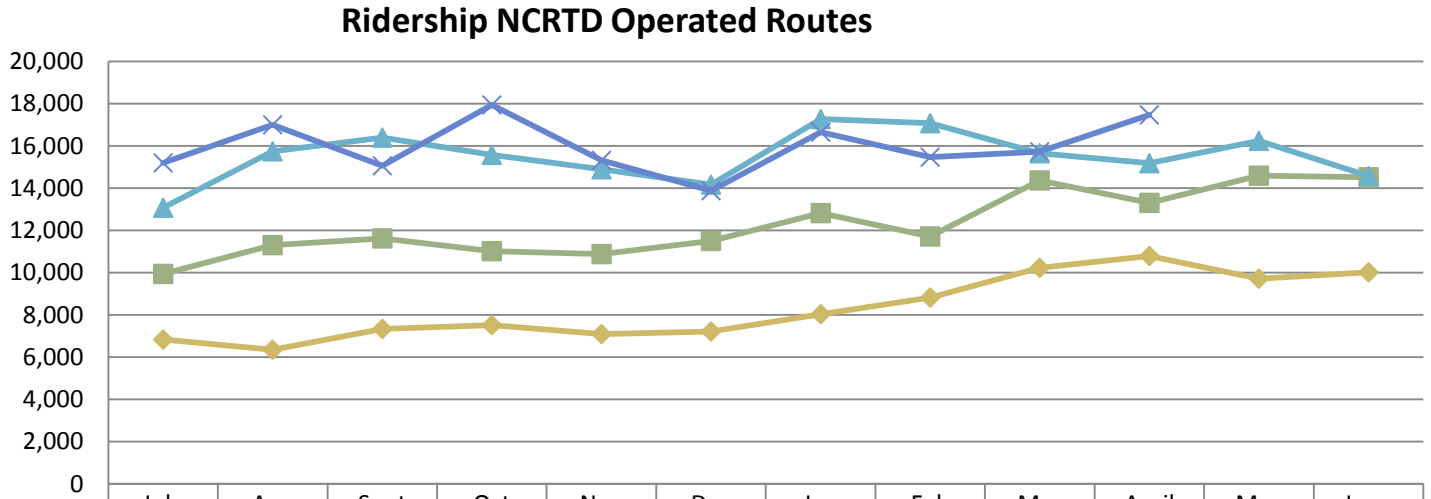


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 09-10	6,830	6,359	7,342	7,514	7,091	7,208	8,026	15,858	17,731	20,820	21,152	22,011
FY 10-11	26,655	23,679	27,202	32,325	29,835	31,743	30,570	29,368	38,395	35,114	35,480	33,845
FY 11-12	36,666	37,522	39,298	37,650	30,923	27,051	34,236	35,541	39,611	33,474	40,027	39,942
FY 12-13	41,135	43,836	36,784	44,720	35,825	30,576	35,214	33,352	35,549	38,724		

Performance Measure - Administrative:

Ridership Tracking of NCRTD Operated Routes

This ridership data is collected by the NCRTD drivers for all routes operated by the District. This includes 20 fixed and commuter routes as well as the demand response routes. Totaling the number of one way trips on NCRTD routes, allows staff to evaluate effectiveness and to ensure that the service is reaching areas in the district that have high demand for accessible mobility. Sandoval/Valencia counties were selected as a local/in-state comparison benchmark.



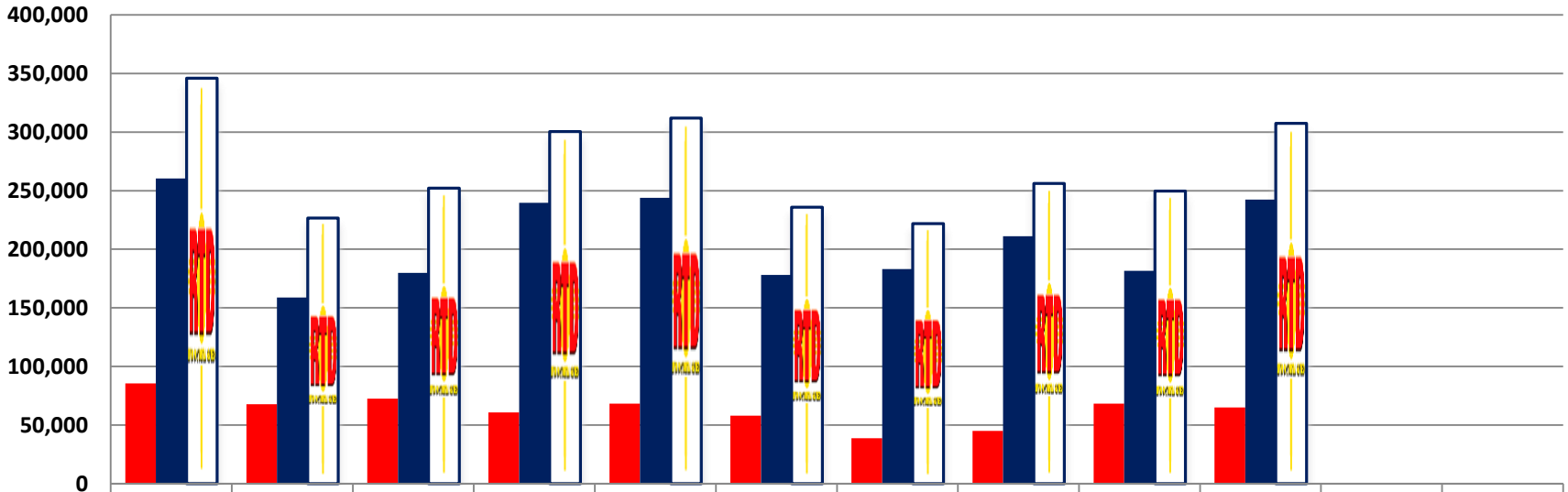
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 09-10	6,830	6,359	7,342	7,514	7,091	7,208	8,026	8,817	10,230	10,782	9,712	10,022
FY 10-11	9,942	11,300	11,614	11,011	10,885	11,504	12,824	11,709	14,356	13,299	14,586	14,516
FY 11-12	13,081	15,739	16,397	15,567	14,886	14,167	17,274	17,071	15,650	15,178	16,244	14,573
FY 12-13	15,200	16,995	15,052	17,943	15,317	13,872	16,642	15,471	15,729	17,465		

Performance Measure - Administrative:

Monthly Expenditures for Administrative and Operating

The NCRTD's Finance Department provides the administrative and operating expenses in a monthly budget status report. It is important to measure the expenditures to maintain a balanced budget, as well as tracking the administrative and operating margins. This data is used in determining the cost per trip and the cost per mile. Tracking the budget and monitoring operational costs allows management to target specific dollar amounts when creating future budgets and requesting federal funding from the NM Department of Transportation.

Monthly Expenditures FY 12-13



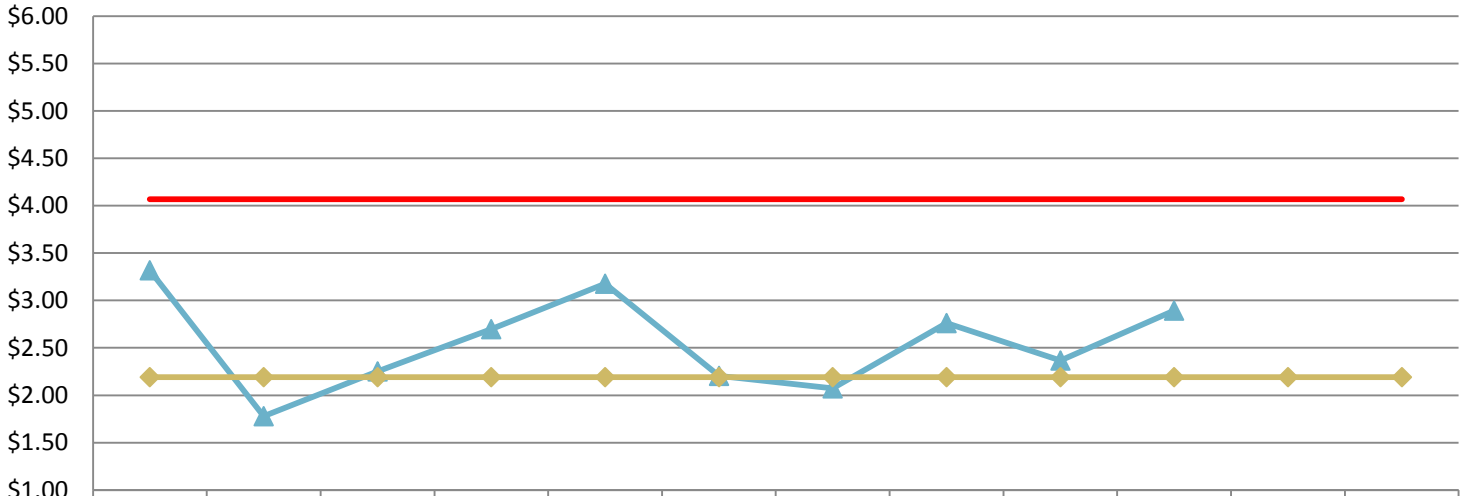
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Admin	$85,431	$67,751	$72,414	$60,747	$68,142	$57,883	$38,700	$44,995	$68,187	$65,004		
Operating	$260,498	$158,801	$179,834	$239,655	$243,827	$178,098	$183,217	$211,170	$181,548	$242,427		
Total	$345,929	$226,552	$252,248	$300,402	$311,969	$235,981	$221,917	$256,165	$249,735	$307,431		

Performance Measure - Administrative:

Operational Cost per Vehicle Mile

Cost per vehicle mile is the total operating costs per month in relation to the total vehicle miles per month traveled on NCRTD routes. The mileage data is logged daily for each route and compiled into a monthly report. Monthly operating costs are obtained from the Monthly Expenditures (chart above) and the number of miles travelled for NCRTD operated routes. As a cost efficiency measure, operating costs per vehicle mile assesses the financial resources needed for the District's route operations. This measurement is a beneficial tool for the planning and operation's departments. The NM Department of Transportation uses this as one of their performance measures in the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per mile vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties' annual average are used as a local/in state comparable benchmark, even though their system is smaller than NCRTD. Data from the 2012 Rural Transit Data Fact Book, specifically FTA's District 6 (our district) annual cost per mile is included as a benchmark.

Operating Cost Per Vehicle Mile

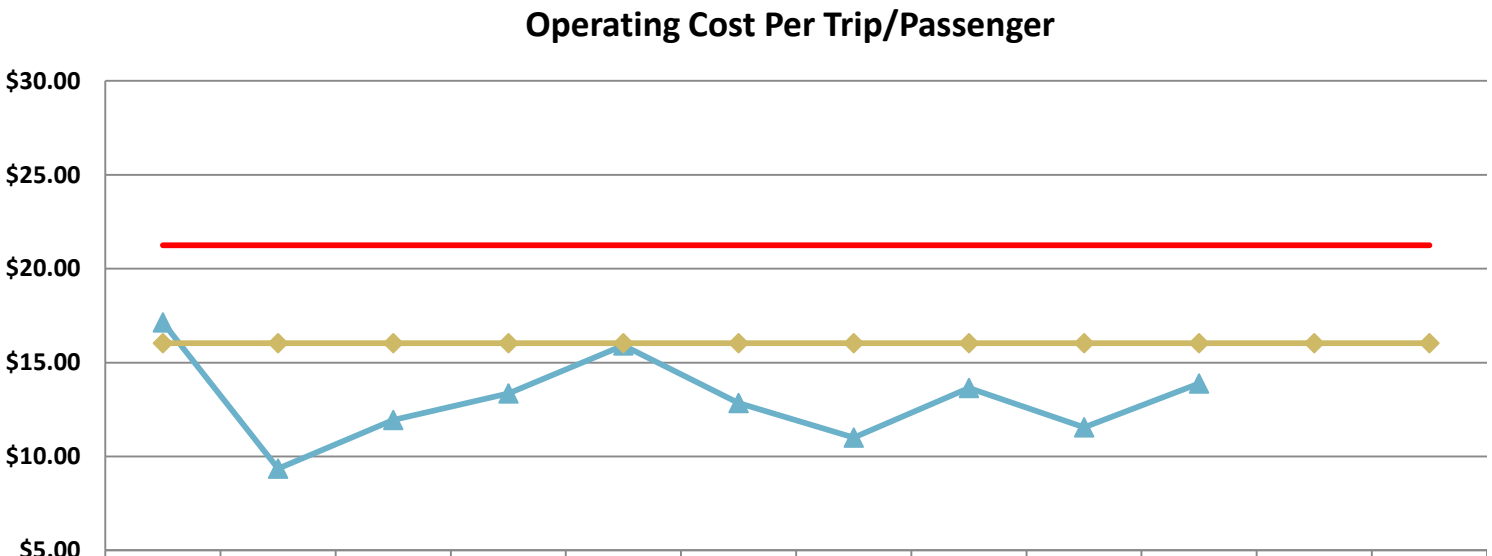


	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Mile	$3.32	$1.78	$2.25	$2.70	$3.18	$2.20	$2.07	$2.76	$2.36	$2.89		
Sandoval/Valencia	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07
Region 6 Total Cost Per Mile	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19

Performance Measure - Administrative:

Operating Cost per Trip

When transit data is collected, passengers, riders and rides are counted and referred to as "trips." One passenger can generate several trips in a day, and these are counted individually. Example, a particular rider may board in Questa (1 trip) and transfer to the Taos to Espanola bus (1 trip) and again transfer to the Santa Fe bus in Espanola (1 trip) for a total of three trips. The cost per trip is computed on a monthly basis by dividing the monthly operating costs from the Monthly Expenditures (chart above), by the total monthly number of trips (ridership). NM Department of Transportation uses this as one of their performance measures to the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per trip vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties' annual average are used as a local/in state comparable benchmark, even though their system is smaller than the NCRTD. Data from the 2012 Rural Transit Data Fact Book, specifically FTA's District 6 (our district) annual cost per trip is included as a benchmark.

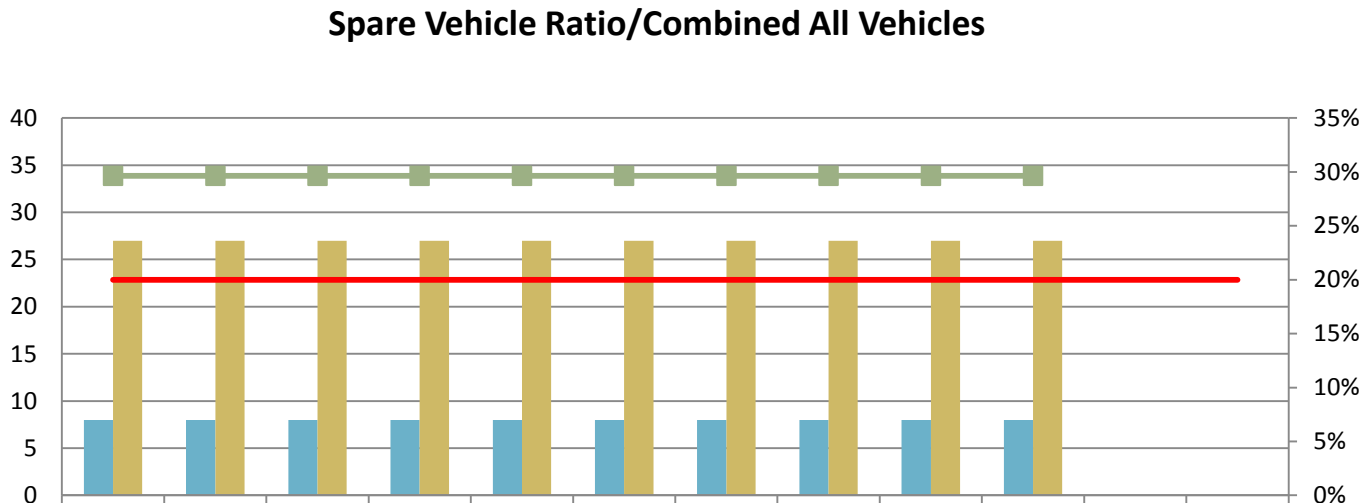


	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Trip	$17.14	$9.34	$11.95	$13.36	$15.92	$12.84	$11.01	$13.65	$11.54	$13.88		
Sandoval/Valencia	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24
Region 6 Total Cost Per Trip	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03

Performance Measure - Fleet:

Spare Vehicle Ratio/Combined all Vehicles

FTA defines the spare ratio as the percentage of spare vehicles in comparison to the number of vehicles required for annual maximum service. Recommended FTA spare vehicle ratio is 20% for fleets over 50 vehicles. NCRTD's fleet totals 35 and is exempt from this guideline but it is a good benchmark to keep in place. With an annual maximum service of 27 and a backup fleet of 8, the backup ratio is 30%. This higher number is needed and reasonable due to the variety of passenger seating requirements for specific routes throughout the District. These backup vehicles ensure consistent coverage of all routes when vehicles are off line due to routine maintenance or unexpected breakdowns.

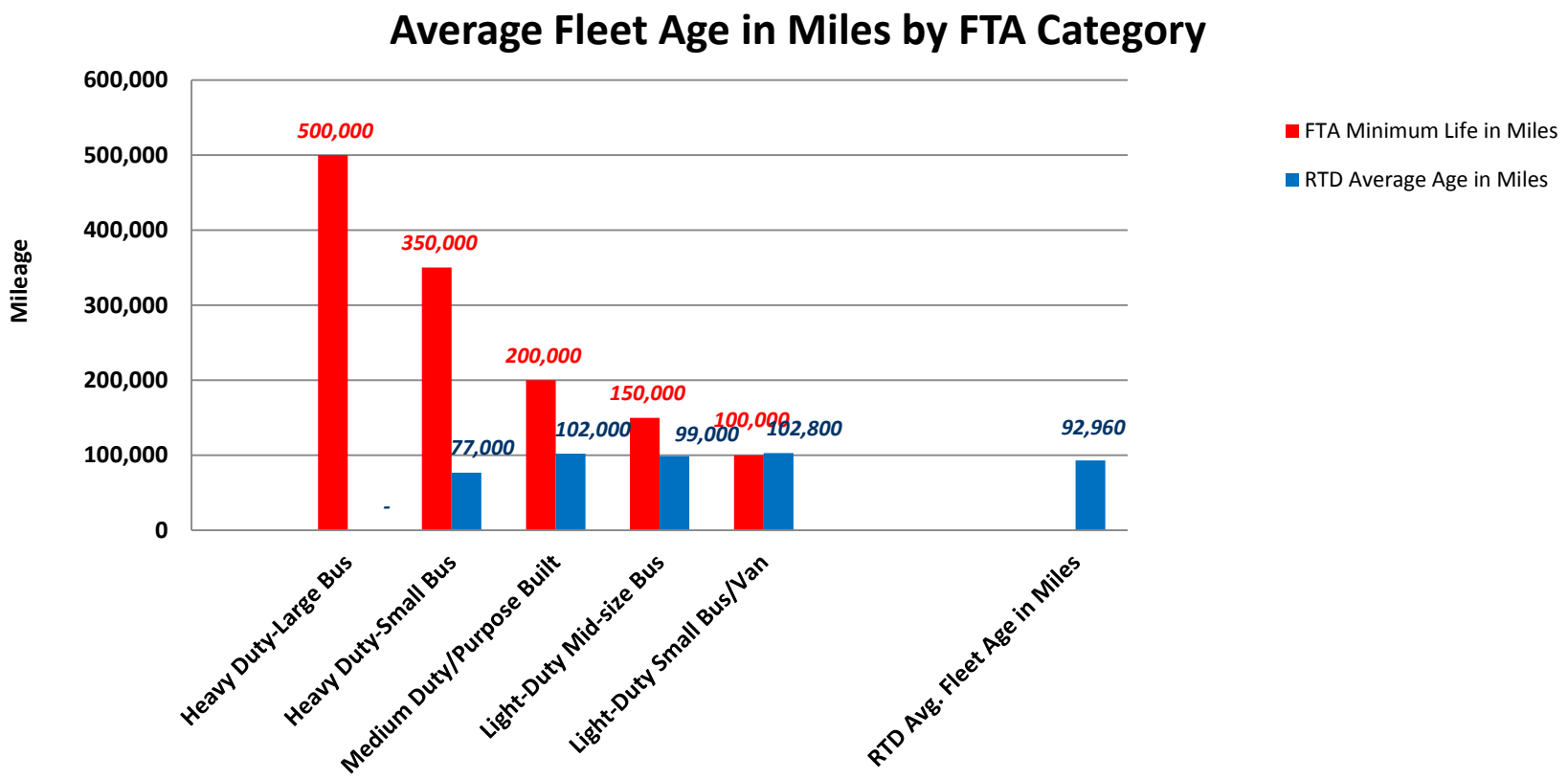


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Spare Vehicles	8	8	8	8	8	8	8	8	8	8		
# Needed to run	27	27	27	27	27	27	27	27	27	27		
Spare Ratio	29.63%	29.63%	29.63%	29.63%	29.63%	29.63%	29.63%	29.63%	29.63%	29.63%		
Recommended	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%

Performance Measure - Fleet:

Average Fleet Age

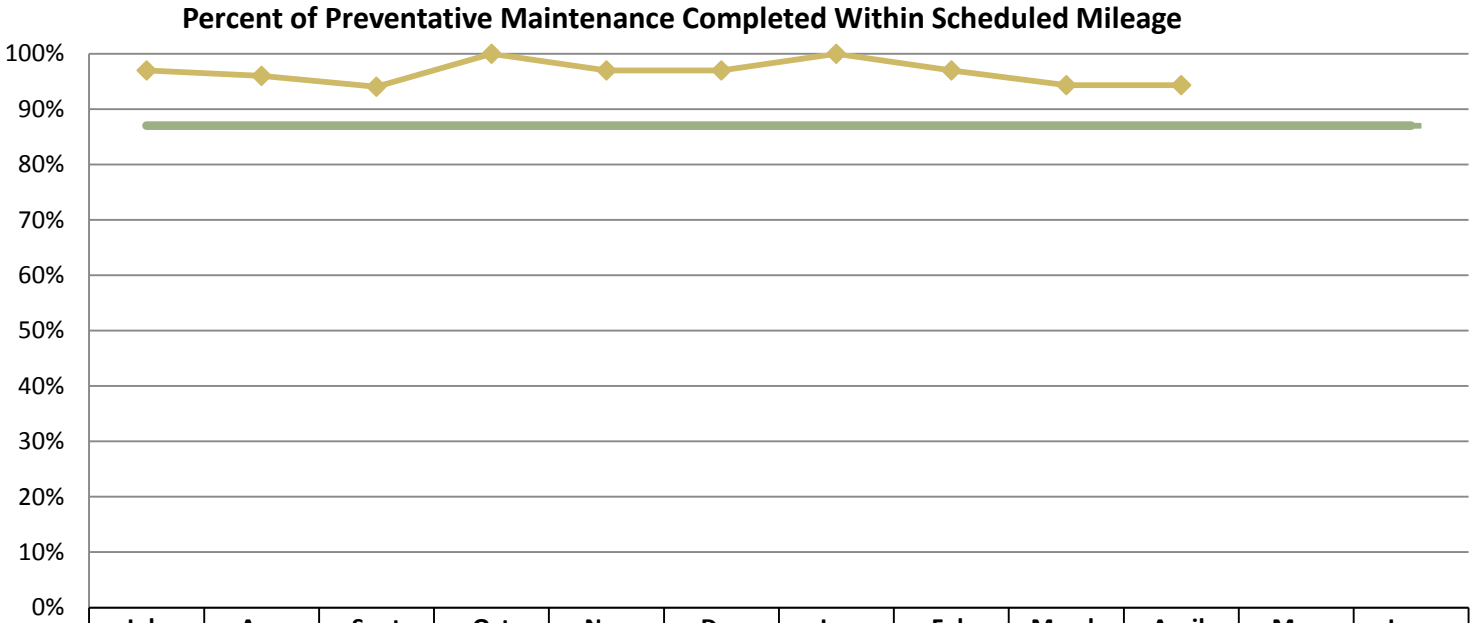
The FTA allows the use of years or mileage to attain usable life. The District uses mileage rather than the year of manufacture because of the large area of the district and the high number of miles traveled on an annual basis. This compares the age of specific kind of vehicles by mileage in accordance to the FTA guidelines. This is useful in fleet replacement planning. The numbers will vary month to month as mileages increase and old vehicles are replaced by new.



Performance Measure - Fleet:

Percentage of "On-Time" PM / Inspections

The federal benchmark for the percentage of "on-time" preventative maintenance (PMs) and inspections for the fleet is 87%. Inspections are required to be conducted within certain mileage timeframe by vehicle manufacturers for the various sizes of vehicles. Manufacturer's recommended maintenance schedules may range in mileage due to the component makeup of a particular vehicle. The FTA recommends they be conducted within the manufacturer's recommended maintenance schedule. However, as a sub recipient of NMDOT we are allowed varied standards as approved by NMDOT. With the variety of sizes and component makeup of District vehicles, we have determined and hold to a standard of 5000 mile intervals for the entire fleet. This ensures frequent safety inspections and PM services at reasonable intervals that result in a more dependable and safer fleet. This data is collected and tracked by the Fleet Maintenance Manager.



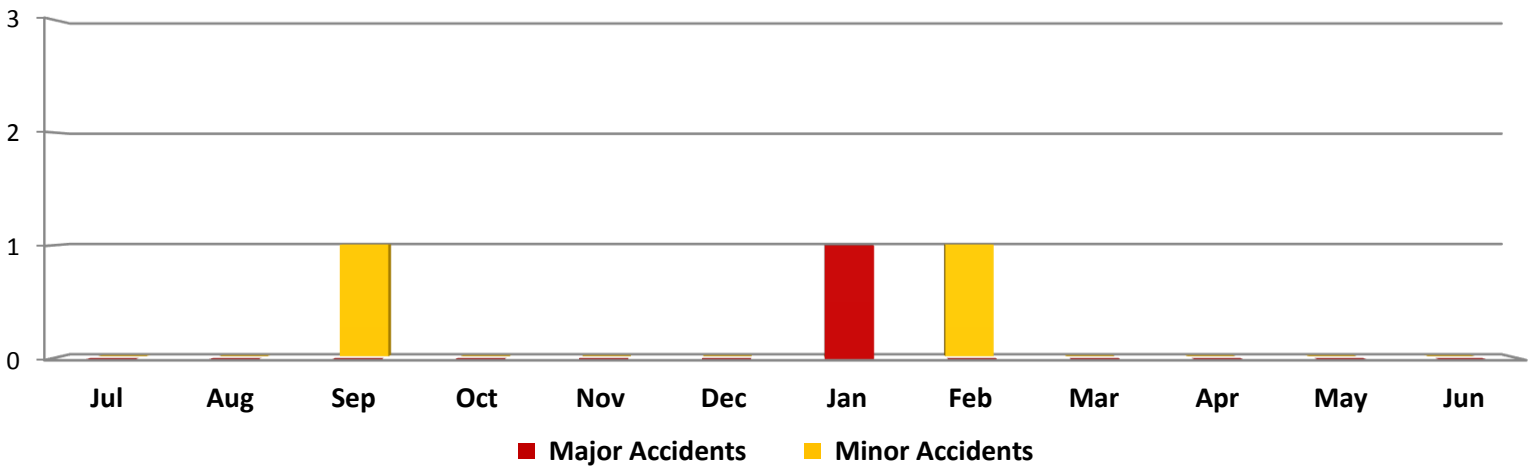
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY 12-13 RTD Maintenance	97	96	94	100	97	97	100	97	94.3	94.3		
FTA Recommendation	87	87	87	87	87	87	87	87	87	87	87	87

Performance Measure - Fleet:

Accidents per Month

This measurement shows us how many accidents occur within a month and to what frequency they occur. These are logged as minor or major accidents. A minor accident for example, is one where a driver hits a stationary object while backing but there is minimal damage. A major accident is one where there may be significant damage and/or injury, and a FTA Post accident drug screen is required. All accidents are reported to the Operations and Maintenance Manager to decide on what corrective action needs to be taken. There are established internal reporting and follow up procedures. All accidents, major or minor, are investigated and documented, and dealt with accordingly by the operations management team. As a result, disciplinary measures and/or driver re-training may be required by the outcome of the investigation.

Number of Major/Minor Accidents per 84,840 Miles Avg. Driven Monthly



Last Minor Accident - February 19, 2013 Miles Driven since last Minor Accident - 188,863

Last Major Accident - January 23, 2013 Miles Driven since last Major Accident - 265,623

Performance Measure – Customer Relations:

Complaints per Month

This performance tracks monthly the number and type of complaints received by the Operations Division of the NCRTD. The complaints are received by the Operations and Maintenance Manager. These are categorize by the type of complaint, and evaluated as to the seriousness of the complaint and whether or not a course of action needs to be taken, i.e. driver reprimand, driver retraining, vehicle maintenance, etc. This measure is intended to measure the percentage of complaints versus the total ridership for the month. Driver performance can be graded and we can see if more drivers training needs to be scheduled for particular drivers. Customers also have complained about routes, stops, dispatch, bus cleanliness and other various categories.

Complaints–

1. The driver for the Las Trampas Route was late/ investigated and appropriate action were taken with driver.
2. An on-demand passenger scheduled a ride and it never showed to pick him up/investigated and corrections appropriate measures taken with the dispatcher.

FY 12-13 Number of Complaints

	Total	Scheduling Errors	Driver Performance	Against other Passengers	Miscellaneous*	Percent VS Ridership
July	9	2	4	3	0	0.06%
August	4	1	3	0	0	0.02%
Sept	5	0	5	0	0	0.03%
Oct	6	4	2	0	0	0.02%
Nov	8	5	3			0.05%
Dec	5		5			0.04%
January	3		2	1		0.02%
Feb	3	1	2			0.02%
March	8		5		3	0.05%
April	2	1	1			0.01%
May	0					
June	0					
	0					
Total	53	14	32	4	3	

Performance Measure – Customer Relations:

Customer Incidents

This performance measure calculates the number of customer incidents reported to the Operations and Maintenance Manager on a monthly basis. Customer incidents are any serious occurrence that may have an outcome that could be potentially hazardous to the driver or other passengers. These situations could be anything such as two passengers arguing over something, or a rider threatening a driver, or a non rider harassing a driver for not being on time. It could also be a passenger falling down on the bus, or a passenger stepping in front of the bus as it pulls away from the curb to stop it to get on the bus. This data is collected by the driver writing an incident report and turning it in to the Operations and Maintenance Manager. This is intended to measure the types of situations that arise and how frequently they arise on the various routes of service provided by the NCRTD. This measurement tells us the frequency of incidents versus the number of monthly riders. We can then see if additional training needs to be implemented for the driver to avoid or control incidents that may occur on his route.

1. Two passengers were arguing on the bus. The driver had to tell them to calm down. The driver allowed one to ride again later as long as he remained calm.
2. Three passengers were causing a disturbance , spitting and being loud on the bus. The driver had to intervene and make them sit apart in order to continue.
3. A driver complained that a woman's service dog smelled, shedding hair and causing her allergies to flair up. The driver was frustrated that according to ADA regulations, people's allergies do not give sufficient reason to deny a ride to someone with a service animal.
4. While pulling into the Dixon stop, and elderly man had exited his pickup truck and it started to roll. The man nearly got run over trying to stop it. The driver of the bus quickly stopped, secured bus and jumped out to assist, stopping the rolling truck. Nice work Shelly Outman, Taos route driver!!
5. There was a utility line down on the highway near Embudo. The driver had to swerve to miss running it over. The driver then pulled over and reported it calling 911.
6. A passenger left a wallet on the bus. It was found and was able to be returned to the owner at a bus stop later in the day.
7. A passenger complained to a driver that he was supposed to wait 15 minutes at the Dollar Store on Chimayo route. The driver corrected the passenger and explained the transit policies, route schedule.
8. School kids were acting up on the bus. The driver had tell them to calm down.
9. At bus stop there was an intoxicated, belligerent individual who was denied a ride. Dispatch reported it to PD.
10. A passenger with saggy pants stepped on his pant legs getting down the steps, tripped and caught himself on the bar railing appeared to hurt his arm. He did not need medical assistance.
11. A passenger would not stop cussing when asked to . Was told to exit bus at the Tire Factory.
12. A passenger brought fresh cut sage and chamisa onto bus . The passengers started to complain of the strong odor. Upon arriving at the Okay stop the passenger refused to exit the bus. A supervisor responded to the scene and the passenger refused to deboard. When supervisor called PD on cell phone the individual left immediately.
13. A driver had to deny ride to a couple with 3 yr old with no safety seat. Child was too small to buckle in safely.
14. On Highway 285 a car pulled in lane in front of bus then suddenly stopped. The driver had to swerve to miss hitting the car.

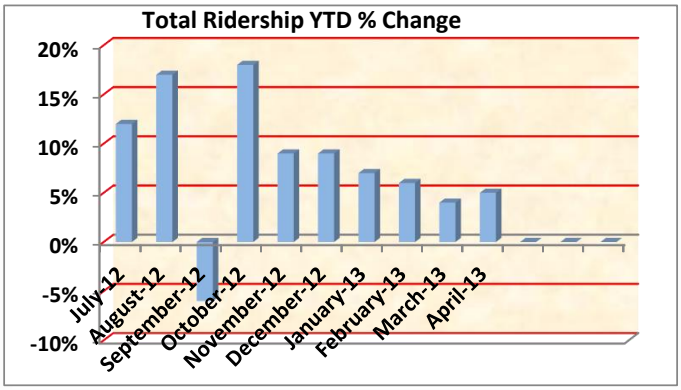
Performance Measure – Customer Relations Continued:

FY 12-13 Number of Customer Incidents

	Total	Between Driver and Non Rider	Between Riders	Between Driver and Rider	Single Passenger Situation	Percent VS Ridership
July	6	2	4	0	0	0.04%
Aug	9	0	4	5	0	0.05%
Sept	8	0	0	0	8	0.05%
Oct	14	8	3	3	0	0.08%
Nov	8	1	1	5	1	0.05%
Dec	8		1	7		0.06%
Jan	4		1	3		0.02%
Feb	10	1		7	2	0.06%
March	11		1	8	2	0.07%
April	14	2	2	10		0.08%
May	0					
June	0					
Total	23	2	8	5	8	

NCRTD Monthly Ridership Summary

April 1, 2013 thru April 30, 2013



Calendar Operating Days

	This Year
Jul-12	21
Aug-12	23
Sep-12	19
Oct-12	22
Nov-12	19
Dec-12	20
Jan-13	22
Feb-13	19
Mar-13	21
Apr-13	22

Monthly System Totals

	This Year	Last Year	Difference	%Change
NCRTD Operated	17,465	15,178	2,287	13%
NCRTD Funded	21,259	18,296	2,963	14%
All Systems Funded Total	38,724	33,474	5,250	14%

Year to Date Totals

	This Year	Last Year	Difference	%Change
NCRTD Operated	160,089	155,010	5,079	**3%**
NCRTD Funded	376,195	351,972	24,223	**6%**
All Systems Funded Total	536,284	506,982	29,302	5%

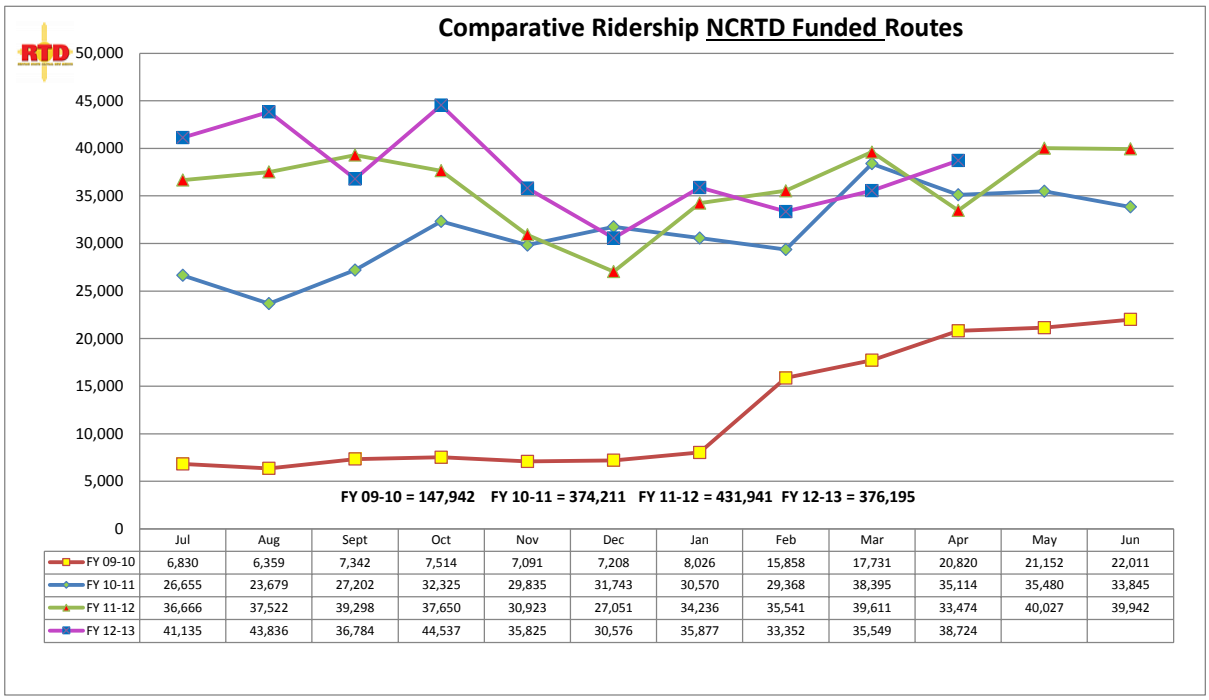
System Daily Averages

	This Year	Last Year	Difference	% Change
NCRTD Operated	794	690	104	13%
NCRTD Funded	966	832	134	14%
Systems Total	1760	1522	238	14%

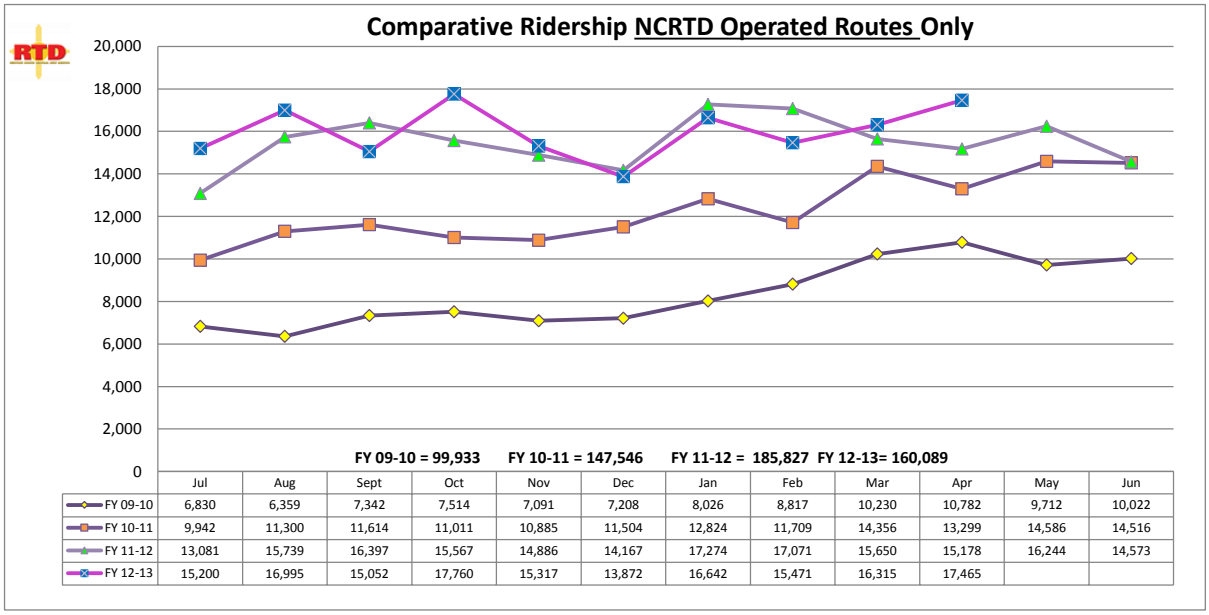
Total Ridership YTD % Change

July-12	12%
August-12	17%
September-12	-6%
October-12	18%
November-12	9%
December-12	9%
January-13	7%
February-13	6%
March-13	4%
April-13	5%

Apr-2013
Ridership Report

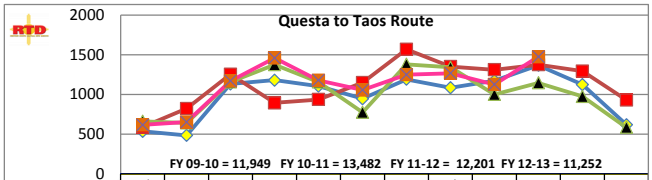


	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	6,830	6,359	7,342	7,514	7,091	7,208	8,026	15,858	17,731	20,820	21,152	22,011
FY 10-11	26,655	23,679	27,202	32,325	29,835	31,743	30,570	29,368	38,395	35,114	35,480	33,845
FY 11-12	36,666	37,522	39,298	37,650	30,923	27,051	34,236	35,541	39,611	33,474	40,027	39,942
FY 12-13	41,135	43,836	36,784	44,537	35,825	30,576	35,877	33,352	35,549	38,724		



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	6,830	6,359	7,342	7,514	7,091	7,208	8,026	8,817	10,230	10,782	9,712	10,022
FY 10-11	9,942	11,300	11,614	11,011	10,885	11,504	12,824	11,709	14,356	13,299	14,586	14,516
FY 11-12	13,081	15,739	16,397	15,567	14,886	14,167	17,274	17,071	15,650	15,178	16,244	14,573
FY 12-13	15,200	16,995	15,052	17,760	15,317	13,872	16,642	15,471	16,315	17,465		

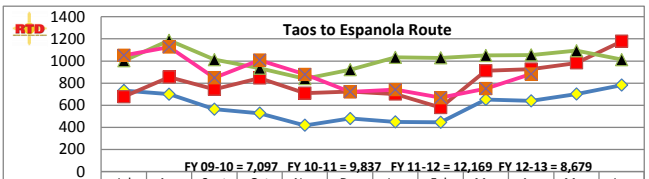
Questa to Taos Route



FY 09-10 = 11,949 FY 10-11 = 13,482 FY 11-12 = 12,201 FY 12-13 = 11,252

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	536	486	1133	1180	1105	947	1191	1085	1175	1367	1124	620
FY 10-11	591	824	1255	894	938	1149	1569	1351	1312	1375	1293	931
FY 11-12	662	642	1158	1376	1157	775	1380	1342	1000	1147	975	587
FY 12-13	616	654	1170	1459	1179	1056	1250	1267	1127	1474		

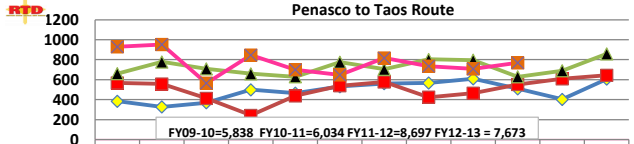
Taos to Espanola Route



FY 09-10 = 7,097 FY 10-11 = 9,837 FY 11-12 = 12,169 FY 12-13 = 8,679

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10	734	700	564	529	419	480	450	446	653	639	701	782
FY 11	678	855	744	846	710	723	701	579	912	927	983	1179
FY 12	1002	1186	1012	935	841	922	1033	1028	1050	1055	1093	1012
FY 13	1051	1126	849	1009	879	722	742	668	750	883		

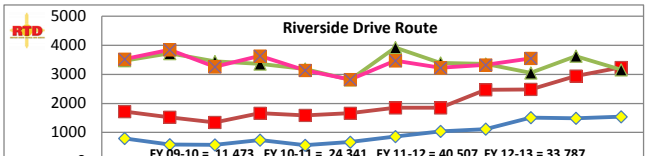
Penasco to Taos Route



FY09-10=5,838 FY10-11=6,034 FY11-12=8,697 FY12-13 = 7,673

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10	384	329	370	499	466	531	561	568	610	509	404	607
FY 11	568	557	414	243	438	540	577	425	466	552	609	645
FY 12	662	778	709	660	629	776	705	803	796	630	690	859
FY 13	930	953	565	847	700	648	818	735	708	769		

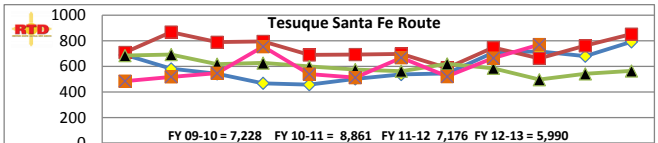
Riverside Drive Route



FY 09-10 = 11,473 FY 10-11 = 24,341 FY 11-12 = 40,507 FY 12-13 = 33,787

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10	794	580	576	739	557	667	861	1035	1117	1513	1492	1542
FY 11	1720	1525	1349	1659	1590	1664	1846	1851	2467	2484	2946	3240
FY 12	3474	3720	3447	3357	3185	2813	3921	3395	3356	3051	3630	3158
FY 13	3526	3848	3257	3631	3139	2820	3468	3224	3324	3550		

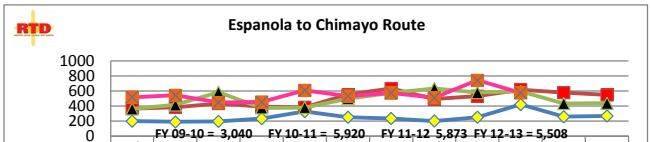
Tesuque Santa Fe Route



FY 09-10 = 7,228 FY 10-11 = 8,861 FY 11-12 7,176 FY 12-13 = 5,990

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10	690	582	543	469	458	503	538	545	709	718	680	793
FY 11	710	869	790	796	690	693	698	589	747	664	762	853
FY 12	686	693	619	627	600	576	564	620	586	497	543	565
FY 13	485	519	548	756	541	513	669	522	666	771		

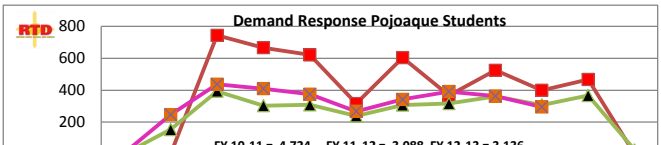
Espanola to Chimayo Route



FY 09-10 = 3,040 FY 10-11 = 5,920 FY 11-12 5,873 FY 12-13 = 5,508

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10	201	190	198	234	327	253	235	202	253	420	258	269
FY 11	368	385	436	391	385	552	633	492	532	619	579	548
FY 12	363	416	583	376	381	500	574	635	580	594	434	437
FY 13	517	543	445	455	609	534	576	510	743	576		

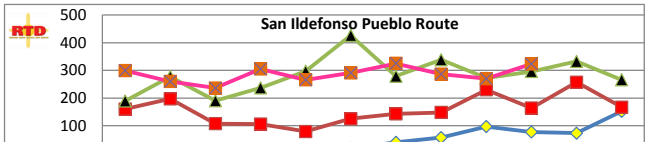
Demand Response Pojoaque Students



FY 10-11 = 4,724 FY 11-12 = 3,088 FY 12-13 = 3,136

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10												
FY 11	0	0	744	667	622	317	604	368	525	400	468	0
FY 12	0	154	394	304	309	240	307	317	362	308	367	26
FY 13	6	247	437	410	375	268	343	392	363	295		

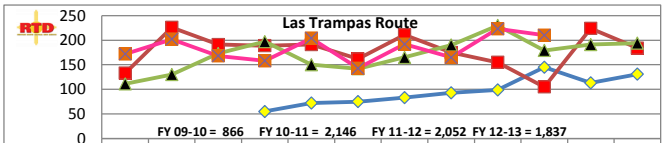
San Ildefonso Pueblo Route



FY 09-10 = 1,514 FY 10-11 = 1,883 FY 11-12 3,399 FY 12-13 = 2,861

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10				0	0	18	40	57	97	77	73	152
FY 11	160	197	107	106	79	125	143	148	230	164	257	167
FY 12	189	277	190	237	297	426	279	338	272	296	332	266
FY 13	299	260	236	305	266	291	325	286	270	323		

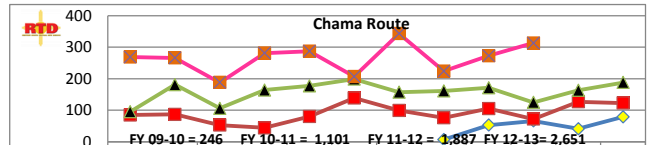
Las Trampas Route



FY 09-10 = 866 FY 10-11 = 2,146 FY 11-12 = 2,052 FY 12-13 = 1,837

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10				55	72	75	83	93	99	145	113	131
FY 11	133	226	191	189	191	162	211	175	155	105	224	184
FY 12	111	130	173	197	150	142	165	190	230	179	191	194
FY 13	172	202	168	158	204	143	192	165	223	210		

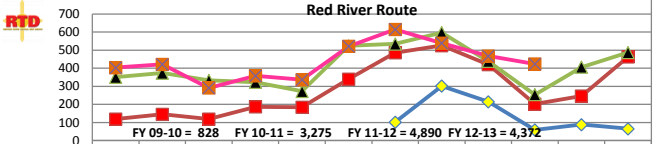
Chama Route



FY 09-10 = 246 FY 10-11 = 1,101 FY 11-12 = 1,887 FY 12-13= 2,651

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10								7	53	66	41	79
FY 11	85	87	53	44	80	139	99	76	105	72	127	123
FY 12	95	181	106	164	177	199	157	161	171	125	163	188
FY 13	269	266	188	281	287	207	343	224	273	313		

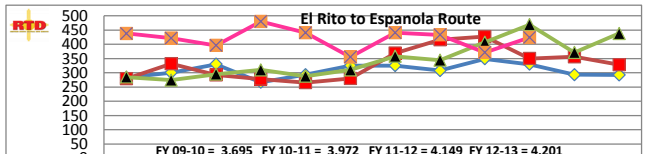
Red River Route



FY 09-10 = 828 FY 10-11 = 3,275 FY 11-12 = 4,890 FY 12-13 = 4,372

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10							101	301	214	59	88	65
FY 11	119	145	119	186	184	340	485	525	420	202	246	462
FY 12	350	373	333	322	272	524	534	597	438	254	406	487
FY 13	403	421	291	358	336	521	614	538	467	423		

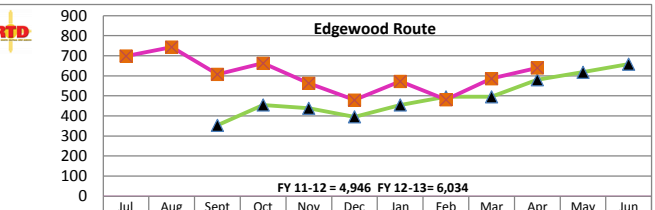
El Rito to Espanola Route



FY 09-10 = 3,695 FY 10-11 = 3,972 FY 11-12 = 4,149 FY 12-13 = 4,201

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10	283	300	330	267	293	325	325	308	349	330	293	292
FY 11	279	332	292	278	265	280	369	416	427	350	356	328
FY 12	285	274	295	310	288	310	358	344	407	469	371	438
FY 13	438	422	396	480	441	355	441	433	371	424		

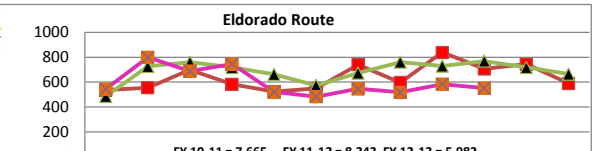
Edgewood Route



FY 11-12 = 4,946 FY 12-13= 6,034

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 11-12			353	455	438	396	455	496	496	581	618	658
FY 12-13	699	743	608	663	563	479	572	481	586	640		

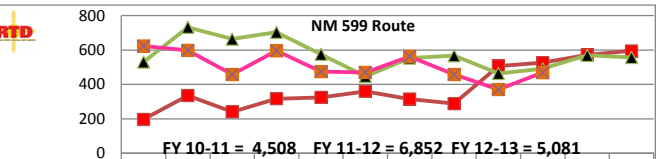
Eldorado Route



FY 10-11 = 7,665 FY 11-12 = 8,243 FY 12-13 = 5,982

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10												
FY 11	536	556	699	582	524	549	741	597	839	707	744	590
FY 12	486	726	761	718	663	574	673	761	729	769	718	665
FY 13	544	799	689	745	521	484	546	518	584	552		

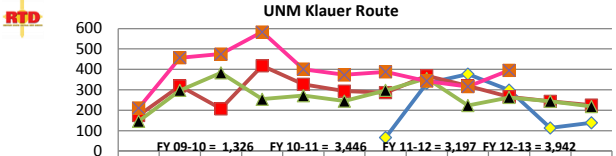
NM 599 Route



FY 10-11 = 4,508 FY 11-12 = 6,852 FY 12-13 = 5,081

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09 10												
FY 10-11	197	336	241	317	325	360	315	288	507	527	572	595
FY 11-12	530	732	664	703	575	447	553	567	464	491	569	557
FY 12-13	623	598	458	596	475	470	563	458	371	469		

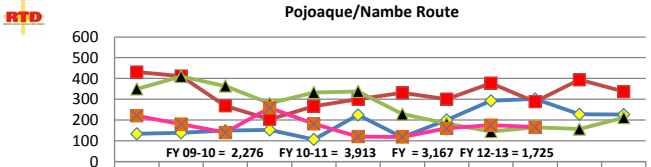
UNM Klauer Route



FY 09-10 = 1,326 FY 10-11 = 3,446 FY 11-12 = 3,197 FY 12-13 = 3,942

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10							66	332	377	299	113	139
FY 10-11	174	319	207	418	327	293	286	369	319	266	243	225
FY 11-12	146	297	383	254	271	245	297	356	223	263	244	218
FY 12-13	211	457	475	583	401	373	388	343	316	395		

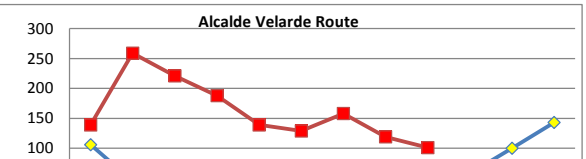
Pojoaque/Nambe Route



FY 09-10 = 2,276 FY 10-11 = 3,913 FY = 3,167 FY 12-13 = 1,725

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	134	139	149	153	107	225	118	201	293	302	228	227
FY 10-11	431	412	269	204	267	300	331	301	378	289	394	337
FY 11-12	350	410	364	280	333	338	229	184	145	165	157	212
FY 12-13	221	181	140	259	182	121	119	160	176	166		

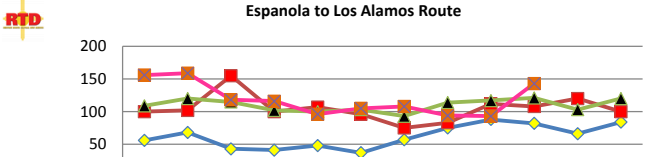
Alcalde Velarde Route



FY 09-10 total 6,24 -----FY 10-11 total 1,453

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	106	45	40	12	12	25	17	22	44	58	100	143
FY 10-11	139	259	221	188	139	129	158	119	101			
FY 11-12	1											

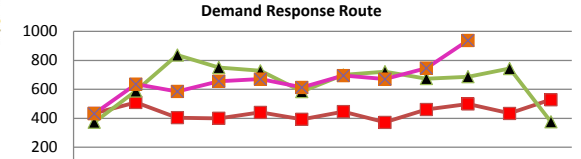
Espanola to Los Alamos Route



FY 09-10 = 745 FY 10-11 = 1,258 FY 11-12 = 1,317 FY 12-13 = 1,188

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	56	68	43	41	48	37	57	75	88	82	66	84
FY 10-11	100	102	155	100	107	96	75	83	112	108	120	100
FY 11-12	109	120	115	102	100	103	93	114	117	121	103	120
FY 12-13	156	159	118	116	96	105	108	94	93	143		

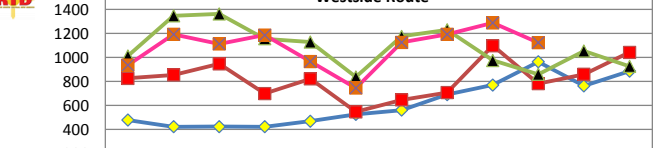
Demand Response Route



FY 10-11 = 6,070 FY 11-12 = 7,762 FY 12-13 = 6,643

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10												
FY 11	435	509	405	400	441	394	447	372	461	499	434	529
FY 12	373	589	836	750	728	584	699	722	674	687	744	376
FY 12-13	432	636	586	656	670	613	695	671	747	937		

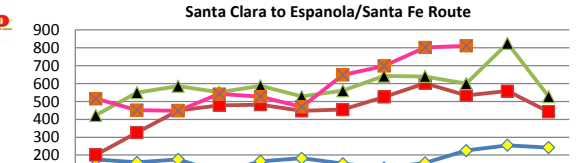
Westside Route



FY 09-10 = 7,376 FY 10-11 = 9,828 FY 11-12 = 13,062 FY 12-13 = 10,868

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	479	423	424	423	469	525	561	690	770	964	762	886
FY 10-11	826	854	947	698	821	547	647	708	1098	781	859	1042
FY 11-12	1013	1346	1363	1156	1128	837	1175	1230	975	859	1054	926
FY 12-13	936	1193	1113	1186	966	745	1125	1193	1288	1123		

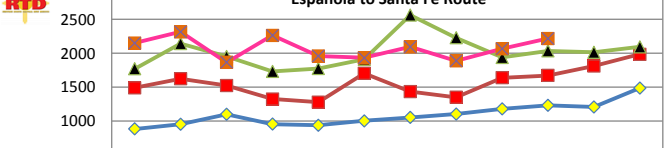
Santa Clara to Espanola/Santa Fe Route



FY 09-10 = 2,117 FY 10-11 = 5,501 FY 11-12 = 7,022 FY 12-13 =5,916

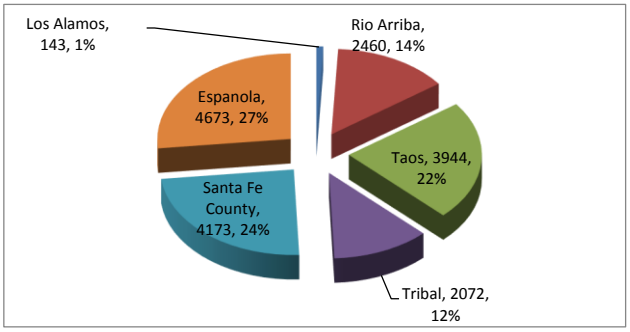
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	175	159	176	103	165	182	152	127	156	225	255	242
FY 10-11	201	326	450	479	482	447	454	525	602	534	558	443
FT 11-12	422	550	586	552	588	528	560	642	640	600	826	528
FY 12-13	515	452	448	542	527	470	649	699	802	812		

Espanola to Santa Fe Route

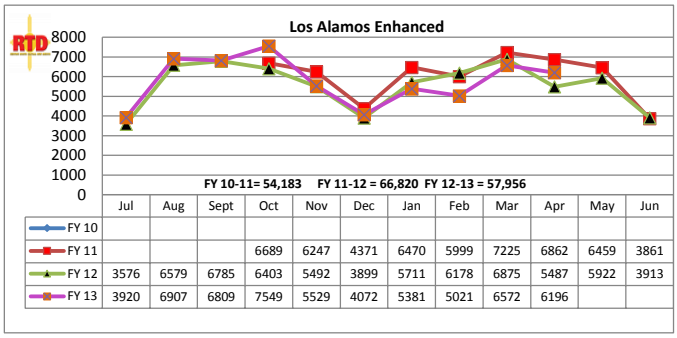


FY 09-10 = 13,121 FY 10-11 = 18,853 FY 11-12 = 24,170 FY 12-13 20,763

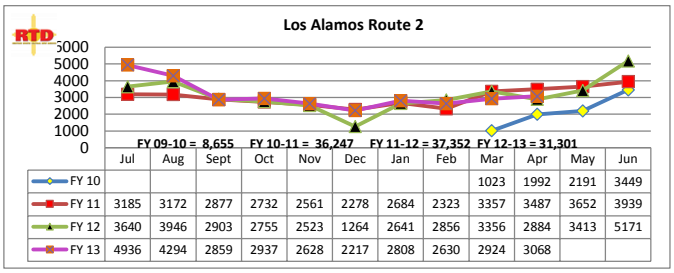
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	886	956	1102	957	939	1005	1056	1106	1182	1235	1208	1489
FY 10-11	1492	1625	1526	1326	1280	1705	1435	1352	1641	1674	1812	1986
FY 11-12	1773	2144	1953	1732	1776	1912	2563	2229	1939	2037	2016	2096
FY 12-13	2151	2316	1867	2265	1960	1934	2096	1890	2067	2217		



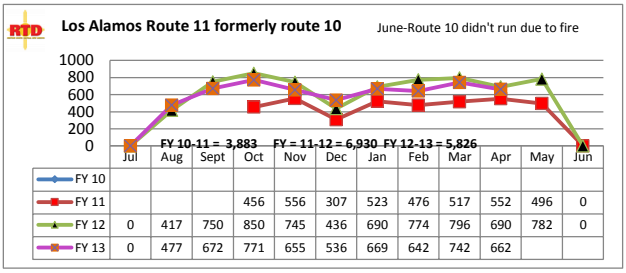
NCRTD Funded Routes - Member Operated



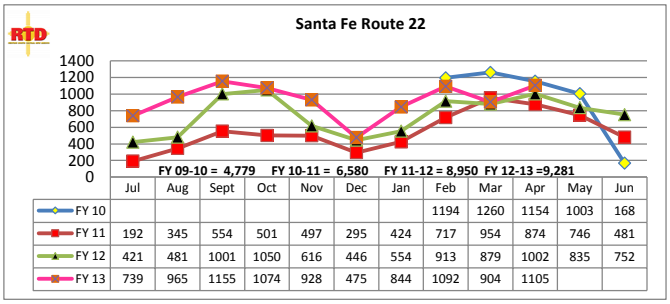
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10												
FY 11				6689	6247	4371	6470	5999	7225	6862	6459	3861
FY 12	3576	6579	6785	6403	5492	3899	5711	6178	6875	5487	5922	3913
FY 13	3920	6907	6809	7549	5529	4072	5381	5021	6572	6196		



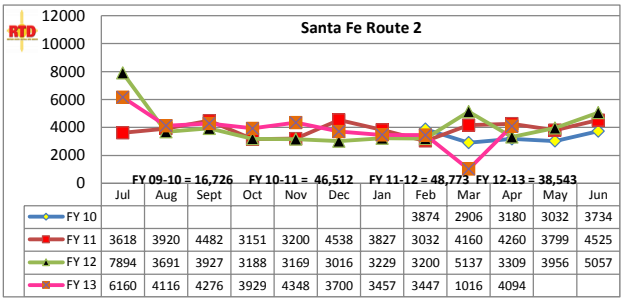
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10									1023	1992	2191	3449
FY 11	3185	3172	2877	2732	2561	2278	2684	2323	3357	3487	3652	3939
FY 12	3640	3946	2903	2755	2523	1264	2641	2856	3356	2884	3413	5171
FY 13	4936	4294	2859	2937	2628	2217	2808	2630	2924	3068		



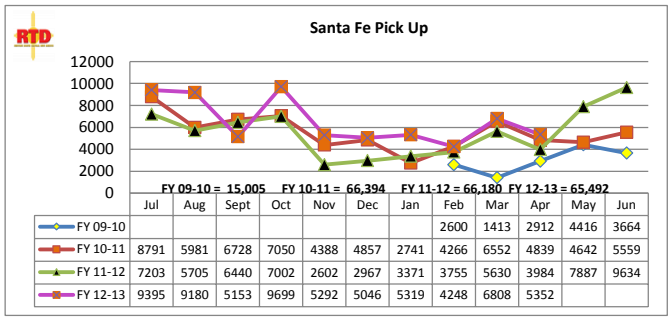
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10												
FY 11				456	556	307	523	476	517	552	496	0
FY 12	0	417	750	850	745	436	690	774	796	690	782	0
FY 13	0	477	672	771	655	536	669	642	742	662		



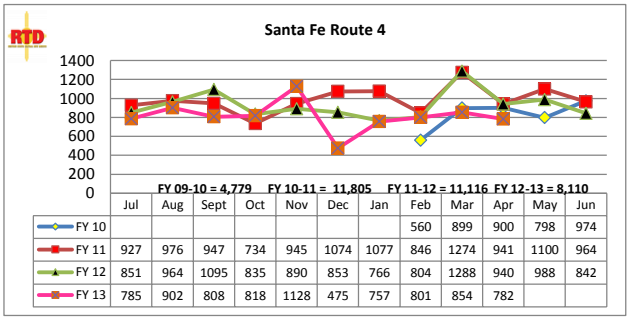
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10								1194	1260	1154	1003	168
FY 11	192	345	554	501	497	295	424	717	954	874	746	481
FY 12	421	481	1001	1050	616	446	554	913	879	1002	835	752
FY 13	739	965	1155	1074	928	475	844	1092	904	1105		



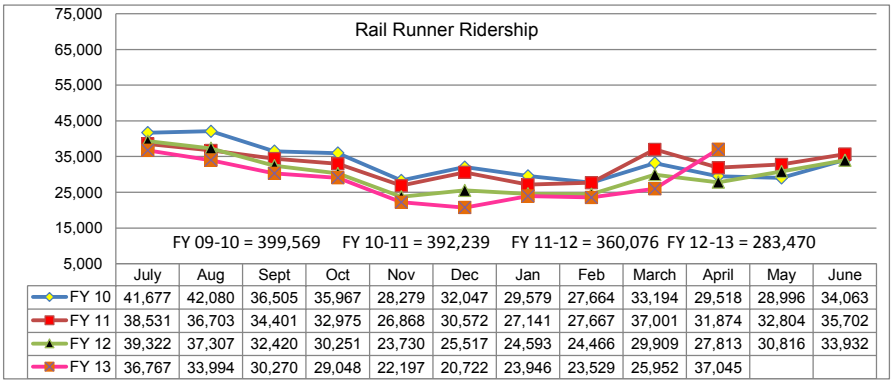
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10								3874	2906	3180	3032	3734
FY 11	3618	3920	4482	3151	3200	4538	3827	3032	4160	4260	3799	4525
FY 12	7894	3691	3927	3188	3169	3016	3229	3200	5137	3309	3956	5057
FY 13	6160	4116	4276	3929	4348	3700	3457	3447	1016	4094		



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10								2600	1413	2912	4416	3664
FY 10-11	8791	5981	6728	7050	4388	4857	2741	4266	6552	4839	4642	5559
FY 11-12	7203	5705	6440	7002	2602	2967	3371	3755	5630	3984	7887	9634
FY 12-13	9395	9180	5153	9699	5292	5046	5319	4248	6808	5352		



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10								560	899	900	798	974
FY 11	927	976	947	734	945	1074	1077	846	1274	941	1100	964
FY 12	851	964	1095	835	890	853	766	804	1288	940	988	842
FY 13	785	902	808	818	1128	475	757	801	854	782		



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY 10	41,677	42,080	36,505	35,967	28,279	32,047	29,579	27,664	33,194	29,518	28,996	34,063
FY 11	38,531	36,703	34,401	32,975	26,868	30,572	27,141	27,667	37,001	31,874	32,804	35,702
FY 12	39,322	37,307	32,420	30,251	23,730	25,517	24,593	24,466	29,909	27,813	30,816	33,932
FY 13	36,767	33,994	30,270	29,048	22,197	20,722	23,946	23,529	25,952	37,045		

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 7, 2013

Agenda Item - L

Title: Review and acceptance of Goals and Objectives for Executive Director for the period of June, 2013 – June, 2014

Prepared By: Anthony J. Mortillaro, Executive Director

Summary: The attached document reflects the Goals and Objectives that were developed and reviewed by the Executive Officers and Chairs of the Finance and Tribal Subcommittee. The attendees that participated in the process of reviewing this document were Chairman Daniel Barrone, Secretary/Treasurer Geoff Rodgers, and Finance Subcommittee Chair Tim Vigil.

Background: The Executive Directors employment agreement requires that annual goals and objectives be developed.

Recommended Action: It is recommended that the Board move for acceptance of the attached Goals and Objectives.

Options/Alternatives: N/A

Fiscal Impact: None

Attachments:

Goals and Objectives

Anthony J. Mortillaro, Executive Director

Performance Goals and Objectives for **June 2013 – June 2014**

Goals are divided into three categories:

- Organizational Goals;
- Project and Service Delivery Goals, the activities that will improve transportation for the public; and
- Administrative Goals, the actions aimed at maximizing the effectiveness of the District's internal operations.

Organizational Goals

Goal 1: Maintain the long-range strategic financial and capital plans.

Objectives:

a. Annually update the 10 year long range financial plan for presentation to the Board and adoption.
b. Annually update the 10 year capital investment plan for presentation to the Board and adoption.

Goal 2: Maximize state, federal and local funding.

Objectives:

a. Continue to work with NMDOT and submit funding requests.
b. Continue to seek out new funding from various sources.
c. Continue to work with Tribal Members to apply for funding requests.
d. Continue to work with municipal and county members on funding partnerships opportunities.

Goal 3: Increase the visibility of the NCRTD.

Objectives:

a. ~~Renew~~ Maintain updated district informational materials to reflect district initiatives (ongoing).
b. Continue outreach to media outlets (ongoing).
c. Meet individually at least once annually with each member district and present the Districts Annual Report.
d. ~~Implement~~ Continue to implement the strategic marketing plan (based upon funding availability).
~~e.~~ Continue web site improvements ~~(establish a list of proposed modifications).~~
~~f.~~e. Maintain transparency.

Goal 4: Service Plan.

Objectives:
a. Update service plan.
b. Oversee contractor performance.
~~a.~~c. Submit to Board for approval.

Project and Service Delivery Goals

~~Goal 5: Manage construction of new RTD facility (recognizing that this project was in an advanced construction phase prior to Executive Director's tenure).~~

~~Objectives:~~
~~a. Ensure project is completed.~~
~~b. Ensure an orderly occupancy of the facility.~~
~~c. Follow through on punch list items.~~

Goal 5~~6~~: Oversee implementation of the FY ~~13~~ 14 Capital Investment Plan.

Objectives:
a. Implement the various capital investments funded in FY 1~~3~~4.
    i. Bus acquisitions;
    ii. ~~HVAC enclosures and fleet maintenance door;~~4
    iii. Explore funding sources for photovoltaic system to power RTD facility;
    iv. Schedule, reporting, vehicle location software;
    v. ~~Fueling facility, shelters, signage, schedule holders and trash cans~~4Conceptual design for Maintenance Facility.
    ~~v.~~

Goal 6: Evaluate various alternative fuels for fleet conversion

Objectives:
a. Evaluate and assess alternative fuels
b. Present findings of assessment to Board
c. Implement Board approved and funded alternatives fuel conversion

Administrative Goals

Goal 7: Financial Management.

Objectives:
a. Ensure Annual Audits are timely.
b. Continue to oversee and implement corrections and reforms to address management findings in past audits.
c. Continue refinement of ~~Formulate a~~ budget document that serves as a planning, financial,

and information tool.

Goal 8: Fill staff vacancies, initiate transition of assignments and support professional development of all staff.

Objectives:
a. Fill vacant positions with qualified individuals.
b. As staff transition occurs, evaluate the opportunities for reorganization.
c. Promote professional development of staff through training, educational coursework and participation in professional associations (ongoing).
d. Ensure that all driver training ~~requirements are brought into compliance~~continues as ~~provided~~ appropriate funding is allocated by the Board.

Goal 9: Collective Bargaining

Objectives:
a. Conduct FY 14 negotiations and present a revised collective bargaining agreement to the Board for consideration.

Goal 10: Update of District Compensation and Classification Plan

Objectives:
~~a. Develop RFP for solicitation of a consultant to conduct a compensation and classification survey and analysis.~~
~~b.~~a. Present results of classification and compensation study to Board for deliberation~~, and~~ adoption and implementation. ~~.~~

Goal 11: ~~Update~~ Maintain contemporary policies and procedures.

Objectives:
a. Continue to review district personnel policies, practices and procedures and update as needed.
b. Continue to revise district operational and administrative policies and procedures and update as needed.

Goal 12: Ensure that the Executive Director understands Board members' and member goals for the organization and meets with non-members and other transit agencies.

Objectives:
a. Meet with each Board member to discuss his or her ideas on goals and objectives for the district.
b. Meet with executive staff from member and non-member entities to review goals and priorities.
c. Update Executive Director's goals to reflect Board member and member comments.
d. Attends and participates on the Rio Metro Board of Directors and keeps the NCRTD Board informed.